

**Attachment 19: ICAOS Updated Policies and Procedures Rule  
Changes  
(Required)**

*Attached*



**ADULT INTERSTATE TRANSFER  
POLICY AND PROCEDURES  
CHAMPAIGN COUNTY, ILLINOIS  
EFFECTIVE SEPTEMBER 1, 2018**

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 ICAOS website ICOTS/ICAOS training or training otherwise arranged with AOIC. 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- that meets ICAOS audit standards;
    - i. the offender's face is recognizable and visible
    - ii. the photo is displayed in 'portrait' view (height is greater than width)
    - iii. the photo is in color and is sharp with no visible pixels or printer dots
    - iv. the background does not detract from the offender's face
  - d. conditions of supervision;
  - e. any orders restricting the offender's contact with victims or other persons;
  - 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. A copy of the military orders or other proof of deployment for the military member shall be provided at the time of the request.
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions in ICOTS.
4. 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. A copy of the military orders or other proof of deployment for the military member shall be provided at the time of the request
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions in ICOTS.
4. 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. Documentation from the current employer noting the requirements shall be provided at the time of the request.
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
4. 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. Documentation from the current employer noting the requirements shall be provided at the time of the request.
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
4. 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. Upon receipt of an absconder violation report and case closure, Champaign County shall issue a nationwide no bond warrant and, upon apprehension of the offender, file a detainer with the holding facility where the offender is in custody. Champaign County shall keep its warrant and detainer in place until the offender is retaken.
5. 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 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, will request the filing of a Petition to Revoke Probation and will request the issuance by the court of a nationwide, no bond warrant.

6. 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.

7. Champaign County shall maintain communication with the AOIC regarding the status of mandatory warrants and retaking.

#### **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 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 the 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 **\$25.00** 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 request shall include the reason for the offender's return.** The offender may not proceed to the sending state until reporting instructions are received.
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.

3. Supervision shall be maintained by Champaign County until the offender departs to return to the sending state. When the offender departs, a Notice of Departure and Case Closure is to be sent using ICOTS. Champaign County shall provide the offender with the return reporting instructions. If the offender cannot be located to provide the return reporting instructions to, the absconder process shall be completed.

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;
  - b. Contacting the last known place of employment, if applicable;



c. Contacting known family members and collateral contacts.

Note: An absconder violation report and absconder case closure will not be accepted if a home visit is not conducted.

4. The sending state shall submit the case closure notice reply to the receiving state within 10 business days of receipt.

**Attachment 20: New Employee Orientation Plan (Probation)**  
(If applicable)

*Attached*



**NEW EMPLOYEE CHECKLIST**

\*Orientation should be completed on the Employee's first day at work, if possible.

- Pay Periods, First Pay, Explanation of Pay Stub Information
- Pay Increases, Promotion Postings, Procedures
- Probationary Period (FOP = 1 Year - AFSCME = 6 Months)
- No Lateral Transfers for One Year
- Vacation, Holidays, Sick Leave, Personal Leave, Benefit Slips (use and accounting)
- Medical Plan (After 60 Days)
- IMRF (FY 2017: Employee 4.5% - County 8.45%)
- Benefits Program Eligibility Date - Mandatory New Employee Orientation
- Parking Information
- Telephone Calls, In/Out
- Issuance of ID Card **ID COMPLETED** \_\_\_\_\_
- Final Paycheck issued upon return of ID, Keys and any other County-owned property
- Social Security Card (or receipt for replacement card)
- Valid Illinois Driver's License

**RECEIPT OF VARIOUS POLICIES, ETC. AS CONTAINED IN NEW EMPLOYEE HANDBOOK**

- Departmental Policy and Procedure Manual (Revised July 2000) **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Sixth Judicial Circuit Code of Professional Conduct - Incorporated into Chapter 4 of the Departmental Manual and also included as Appendix E to Departmental Manual **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Illinois Supreme Court's Sexual Harassment Policy and Procedures and Sixth Judicial Circuit's Administrative Order 95-6 **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Departmental Computer Policy (Chapter 20 of the Departmental Manual)
- Champaign County Personnel Policy Manual
- Current FOP Contract or AFSCME Contract
- Champaign County Job Description for Employee
- Juvenile Detention Center Operational Policies and Procedure Manual (Revised August 2000)
- Champaign County Information Technology Resources Policy and Procedures **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Addition to Departmental Manual for Use of Departmental Telephones and Use of the Internet **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Addition to Departmental Manual for LEADS Information/Policy **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Copy of Letter from Illinois State Police dated January 5, 2010 regarding LEADS Rules and Policies **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Supreme Court's Confidentiality Policy **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Supreme Court's Policy on Assistance to Court Patrons **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Memoranda/Directives Issued by the Director of Court Services (Chapter 27 of Departmental Manual)

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**OTHER INFORMATION PROVIDED TO EMPLOYEE AT ORIENTATION:**

- Pay Sheet
- Voice Mail Instructions
- Telephone User Guide
- KRONOS Information
- CS Key # \_\_\_\_\_

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

Champaign County Probation & Court Services Department - Adult Division  
 TRAINING CHECKLIST

\_\_\_\_\_  
 START DATE

\_\_\_\_\_  
 PROBATION OFFICER

<u>TRAINING OBJECTIVES</u>	<u>TRAINER</u>	<u>OFFICER INITIALS</u>	<u>DATE</u>
1 Departmental Rules / Policies Manual	_____	_____	_____
2 Training Manual	_____	_____	_____
3 Introduction of Staff	_____	_____	_____
4 Justice System Process / Overview	_____	_____	_____
5 Departmental Intake	_____	_____	_____
6 Illinois Criminal Law and Procedure	_____	_____	_____
7 Tour of Circuit Clerk's Office Court Rooms, States Attorney's Public Defender's Office, Youth Detention	_____	_____	_____
8 Employee Assistance Program	_____	_____	_____
9 Code of Professional Conduct for 6th Judicial Circuit	_____	_____	_____
10 Computer Operations	_____	_____	_____
11 Mail / Phone Systems	_____	_____	_____
12 Drug Testing Collection & Procedures	_____	_____	_____
13 Bloodborne Pathogens Procedures	_____	_____	_____
14 DNA Indexing Training	_____	_____	_____
15 Referral Agencies	_____	_____	_____

TRAINING OBJECTIVES

	<u>TRAINER</u>	<u>OFFICER INITIALS</u>	<u>DATE</u>
16 Cellular Phone Usage	_____	_____	_____
17 Vehicle use	_____	_____	_____
18 Officer Safety	_____	_____	_____
19 Intake Process	_____	_____	_____
20 Initial Interviews	_____	_____	_____
21 Record Checks	_____	_____	_____
22 Read and Review Reports	_____	_____	_____
23 Certificates of Probations (Reading the rules)	_____	_____	_____
24 Case File Organization	_____	_____	_____
25 Supervision Planning	_____	_____	_____
26 LSI-R Assessment Screening Instrument	_____	_____	_____
27 PSI / Probation Adjustment report review	_____	_____	_____
28 Office Visits	_____	_____	_____
29 Home Visits	_____	_____	_____
30 Duty Officer Assignment / Procedure	_____	_____	_____
31 Client Discipline	_____	_____	_____
32 Caseload Management	_____	_____	_____
33 Transfers	_____	_____	_____
34 Discharges	_____	_____	_____
35 Electronic Monitoring	_____	_____	_____

TRAINING OBJECTIVES

36 Court Ordered Medical Testing

37 Breathalyzer operations

38 Stats

39 FOP Contract

TRAINER

OFFICER INITIALS

DATE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Champaign County Probation & Court Services Department - Juvenile Division  
 TRAINING CHECKLIST

PROBATION OFFICER \_\_\_\_\_

START DATE \_\_\_\_\_

TRAINING OBJECTIVES

OFFICER INITIALS \_\_\_\_\_

TRAINER \_\_\_\_\_

DATE \_\_\_\_\_

1 Departmental Rules / Policies Manual \_\_\_\_\_

2 Training Manual \_\_\_\_\_

3 Introduction of Staff \_\_\_\_\_

4 Justice System Process / Overview \_\_\_\_\_

5 Departmental Intake \_\_\_\_\_

6 Juvenile Court Act/Criminal Code \_\_\_\_\_

7 Tour of Circuit Clerk's Office Court Rooms, States Attorney's Office, Public Defender's Office, Youth Detention Center, & Jail \_\_\_\_\_

8 Employee Assistance Program \_\_\_\_\_

9 Code of Professional Conduct for 6th Judicial Circuit \_\_\_\_\_

10 FOP Contract \_\_\_\_\_

11 Computer Operations \_\_\_\_\_

12 Mail/Phone Systems \_\_\_\_\_

13 Cellular Phone Usage \_\_\_\_\_

14 Vehicle Usage \_\_\_\_\_

15 Drug Testing Collection and Procedure \_\_\_\_\_

TRAINING OBJECTIVES

16 Court Ordered Medical Testing

17 Bloodborne Pathogens Procedures

18 DNA Indexing Training

19 School Introductions

20 Referral Agencies

21 Officer Safety

22 Intake Procedure

23 Initial Interviews

24 Records Check

25 Read and Review Reports

26 Orders of Conditions

27 Case File Organization

28 Supervision Planning

29 YASI Screening Instrument

30 Review of JCAI program

31 Social Investigation Reports/Remission-Review Reports

32 Office Visits

33 Home Visits

34 School Visits

35 Curfew Checks

TRAINER

OFFICER INITIALS

DATE



TRAINING OBJECTIVES

- 36 Duty Officer Assignment/Procedurree
- 37 Client Discipline-Administrative Sanctions Program
- 38 Caseload Management
- 39 Transfers
- 40 JIDS Access and Password, Review of Manual
- 41 Monthly Statistics
- 42 Discharges
- 43 Electronic Monitoring Procedures
- 44 Breathalyzer Training
- 45 Interns assigned to Probation
- 46 Public Service Work
- 47 FOP Contract

TRAINER

OFFICER INITIALS

DATE

## **Attachment 21: New Employee Orientation Plan (Detention) (If applicable)**

The Champaign County Juvenile Detention Center has a comprehensive Field Training Program for all new Juvenile Detention Officers.

The Champaign County Juvenile Detention Field Training Program introduces new officers to the personnel, procedures, policies and purposes of the Court Services Department and the Juvenile Detention Center, as well as providing the initial formal and informal training specific to the day-to-day duties of a Juvenile Detention Officer.

In order to make new officer training as effective as possible, each new officer is assigned a training officer to instruct new officers in the duties and responsibilities of the job.

The Champaign County Juvenile Detention Center Field Training program is a written plan with performance based objectives (training performance goals). Field Training Coordinators/Managers determine a schedule and manner of training and testing for new officers.

New Detention Officers are given the Field Training Manual (see Attachment #18) on their first day of employment and are provided with a detailed explanation of the Field Training Program. Along with the Field Training Manual, new officers are issued a 2,000 page Supplemental Training binder.



## **Attachment 22: County Fiscal Year 2019 Training Plan (Probation)** (If applicable)

Supervisors are aware of annual hourly training requirements for staff and continuously monitor staff attendance at trainings throughout the year to ensure compliance. Training requirements and opportunities are discussed in monthly divisional staff meetings. Training opportunities are also posted on employee bulletin boards and employees are notified of training opportunities via email. Training sessions include outside training programs (e.g., IPCSA Training Conferences) as well as in-house training. All training is entered into a computer database that allows Supervisors to track the number of hours of training attended by each employee. Supervisors can obtain the total number of training hours completed by each employee, both annually and year-to-date. Officers who do not meet training requirements are held accountable on their annual performance evaluations.



## **Attachment 23: County Fiscal Year 2019 Training Plan (Detention)** (If applicable)

Champaign County Juvenile Detention Officers undergo forty (40) hours of in-service training annually. Training sessions include outside training programs as well as in-house training.

Champaign County utilizes the following organizations for outside trainings:

- East Central Illinois Training Project, operated under the supervision of the Illinois Law Enforcement Training and Standards Board
- Illinois Law Enforcement Alarm System (ILEAS)
- Police Training Courses & Law Enforcement Training (PATC)
- Administrative Office of the Illinois Courts (AOIC)
- Illinois Probation & Court Services Association (IPCSA)
- American Probation and Parole Association (APPA)
- National Juvenile Detention Association (NPJS)
- RELIAS
- Justice Clearinghouse
- Other organizations as deemed necessary

Our training plan for Fiscal Year 2019 includes, but is not limited to, the following topics:

- Juvenile Law & Procedure
- Behavior Management
- Verbal De-escalation Techniques and Practices
- Crisis Intervention
- Cognitive Behavioral Training
- DBT Training
- Fire & Emergency Response Procedures and Practices
- Suicide Awareness & Self Harm
- Civil Rights
- Safety & Security Procedures
- Use of Force
- Emergency Medical Procedures
- Effective Communication
- Prison Rape Elimination Act (PREA)
- Specialized Training as needed for selected personnel



## Attachment 24: Annual Training Hours (Required)

Complete the following table for *each employee* to document staff's completion of 20 hours of continual education. This continual education must be:

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

*Please note that incomplete logs, logs that are not totaled or missing required information will be returned.*

- *Time Frame-This must be 12 months (1-year period). Submit using the timeframe that the department used to track training. Whether it is calendar, county fiscal year, or something else, it must be consistent across all employees.*

***\*Individual employee training logs for the period  
January 1 to December 31, 2017 are appended to the Annual Plan.***

Annual Training Log				
Name				Position/Title
Time Frame (what is the 12 month time period)				
Date(s) Attended	Title	Topic	Description	Hours
<b>Total Hours</b>				

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



**CHAMPAIGN COUNTY**

**TRAINING RECORDS**

**JANUARY 1, 2017 TO DECEMBER 31, 2017**

LAST NAME	FIRST NAME	DIVISION	# OF TRAINING	
			HOURS COMPLETED	NOTES
Busboom	Lacey	Specialized Services	15.00	
Cain	Alexis	Adult Probation	7.50	Resigned 08/02/2017
Cardani	David	Adult Probation	9.50	
Carey	Michael	Specialized Services	20.00	
Carter	Reece	Juvenile Detention	117.00	
Cassulo	Melanie	Juvenile Detention	74.00	
Cimino	Amy	Juvenile Detention	100.00	
Collins	Abby	Juvenile Detention	48.00	Start Date 12/18/2017
Cooper-Kersting	Nytalia	Juvenile Detention	23.00	Start Date 07/10/2017 - Resigned 10/25/2017
Crites	Jennifer	Adult Probation	26.00	
Cruz	Antonio	Juvenile Detention	82.25	
Davis	Amber	Juvenile Probation	38.00	
Dukeman	Amanda	Juvenile Detention	46.00	
Easton-Morris	Kimberley	Adult Probation	27.00	
Eaton	Jenna	Juvenile Detention	40.50	
Elmore	Marla	Juvenile Detention	51.75	
Foster	Thomas	Juvenile Probation	24.00	
Gault	Lucas	Juvenile Detention	41.00	
Goodrum	Kaitlyn	Juvenile Detention	100.00	
Gordon	Joseph	Director	8.00	
Graham	Lindsay	Adult Probation	22.00	
Griffeth	Andrew	Juvenile Detention	55.50	
Hall	Patricia	Juvenile Detention	36.50	Promoted to Assistant Superintendent-JDC 08/28/2017
Hawk	Laura	Juvenile Detention	40.00	
Hermann	Anna	Juvenile Detention	23.25	Resigned 07/20/2017
Hewkin	Heidi	Juvenile Probation	42.00	
Hunt	Jerry	Juvenile Detention	40.25	
Jackson	Daryl	Juvenile Detention	43.00	
Jackson	Keyana	Juvenile Detention	25.75	Start Date 09/25/2017
Jarvis	Jennifer	Juvenile Detention	40.00	
Jessup	Jeremy	Specialized Services	29.50	
Jones	LaTonya Janelle	Juvenile Detention	14.25	Resigned 06/30/2017
Kaiser	Constance	Juvenile Detention	12.00	
Kleppin	Lori	Specialized Services	11.50	
Kolakowski	Tiffany	Juvenile Detention	79.00	
Matthew	DeShonna	Specialized Services	8.50	
Naese	John	Juvenile Detention	49.25	
Nau	Meghan	Adult Probation	31.00	
Newbern	Antonio	Juvenile Detention	51.25	
Nugent	Jeff	Adult Probation	17.50	
Oestreich	Heather	Juvenile Detention	80.50	
Ogle	Kyle	Juvenile Detention	66.25	
Rardin	Christopher	Juvenile Detention	44.75	
Reynolds	Siobhan	Juvenile Probation	22.73	
Robertson	Cale	Juvenile Probation	28.50	
Roelfs	Nicole	Specialized Services	16.50	
Roesch	Julie	Specialized Services	16.00	
Rumple-Stahl	Heather	Adult Probation	23.50	
Saveley	Kyle	Juvenile Detention	41.00	
Schultheis	Elizabeth	Specialized Services	20.50	
Schwab	Charles	Juvenile Detention	50.50	
Siders	Shannon	Juvenile Detention	28.75	Transferred to Adult Probation Division 08/28/2017
Traynor	Lauren	Juvenile Detention	80.75	Promoted to Assistant Superintendent-JDC 07/01/2017
Venuso	Anthony	Juvenile Detention	138.00	
Ward	Kendra	Juvenile Detention	46.25	
Wells	Amanda	Adult Probation	28.50	
Wells	Janet	Adult Probation	16.50	
White	Max	Juvenile Probation	55.30	
Wileaver	Briene	Juvenile Detention	89.25	
Williams	Michael	Administration	24.00	
Williams	Michelle	Juvenile Detention	42.25	
Willis	Keith	Juvenile Detention	5.50	
Wyre	Robert	Specialized Services	21.50	
Zebe	Teresa	Juvenile Probation	48.80	
		<b>TOTAL</b>	<b>2,606.58</b>	

## Attachment 25: Cognitive Behavioral Programming (If applicable)

Please provide information on cognitive-behavioral programming for clients during calendar year 2017:

<b>Cognitive Behavioral Programming Worksheet</b>															
Program Name	<i>Example: Positive Changes</i>			<i>PLL Extended Care</i>			<i>ABC Counseling</i>			<i>Rosecrance</i>			<i>Cognition Works, Inc.</i>		
Curriculum Used	<i>T4C</i>			<i>Brief Strategic Family Therapy</i>			<i>Sex Offender Counseling</i>			<i>Moral Reconciliation Therapy</i>			<i>Stepping Into My Choices</i>		
Population Served (Please Specify)	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention		
Total # of Groups Conducted	<b>2 groups</b>			<b>1</b>			<b>1</b>			<b>1</b>			<b>4</b>		
Total # of Sessions	<b>44 sessions</b>			<b>55 sessions</b>			<b>44 sessions</b>			<b>44 sessions</b>			<b>41</b>		
Facilitated by	<input checked="" type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor		
Facilitators Available (#)	<b>4 trained</b>			<b>4</b>			<b>1-2</b>			<b>1-2</b>			<b>3</b>		
Facilitators that Lead Group (#)	<b>2 at a time</b>			<b>2</b>			<b>1</b>			<b>2</b>			<b>1</b>		
Total Weekly Hours Devoted to Group (Each Facilitator)	<b>10 hrs</b>			<b>3-4 hours</b>			<b>3-4 hours</b>			<b>3 hours</b>			<b>4 hours</b>		
Total Referrals (#)	<b>25</b>			<b>15</b>			<b>4</b>			<b>44</b>			<b>21</b>		
Referrals Accepted (#) (%)	<b>21 (84%)</b>			<b>15 (100%)</b>			<b>4 (100%)</b>			<b>19 (43%)</b>			<b>21 (100%)</b>		
Participants Risk Level (#) (%)	<i>H</i> <b>14</b> <i>(67%)</i>	<i>M</i> <b>7</b> <i>(33%)</i>	<i>L</i> <b>0</b>	<i>H</i> <b>0</b>	<i>M</i> <b>1</b> <i>(25%)</i>	<i>L</i> <b>3</b> <i>(75%)</i>	<i>H</i> <b>0</b>	<i>M</i> <b>1</b> <i>(25%)</i>	<i>L</i> <b>3</b> <i>(75%)</i>	<i>H</i> <b>12</b> <i>(63%)</i>	<i>M</i> <b>7</b> <i>(37%)</i>	<i>L</i> <b>0</b>	<i>H</i> <b>10</b> <i>(48%)</i>	<i>M</i> <b>10</b> <i>(48%)</i>	<i>L</i> <b>1</b> <i>(4%)</i>
Successfully Completed (#) (%)	<b>16 (76%)</b>			<b>11 (73%)</b>			<b>1 (25%) 2 – Ongoing (50%)</b>			<b>6 (32%)</b>			<b>8 (38%) 3 – Ongoing (14%)</b>		
Unsuccessful Exits (#) (%) and Reason*	<b>1 – New arrest (5%)</b> <b>3 – Dropped (14%)</b> <b>1 – No show (5%)</b>			<b>1 – New arrest (7%)</b> <b>2 – Dropped (13%)</b> <b>1 – No show (7%)</b>			<b>1 – Dropped (25%)</b>			<b>4 – Dropped (21%)</b> <b>9 – No Show (47%)</b>			<b>3 – New Arrest (14%)</b> <b>7 – Dropped (33%)</b>		

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

\* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group – reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (re-arrest, new conviction, tech viol w/ finding), etc.



## Cognitive Behavioral Programming Worksheet

Program Name	<i>Example: Positive Changes</i>	<i>Cognition Works, Inc.</i>	<i>Cognition Works, Inc.</i>	<i>Cognition Works, Inc.</i>	<i>Cognition Works, Inc.</i>																																													
Curriculum Used	<i>T4C</i>	<i>Responsible Choices (Drug Court)</i>	<i>Thinking Skills</i>	<i>Change for Men and Change for Women</i>	<i>Change for Spanish Speaking Clients</i>																																													
Population Served (Please Specify)	<input checked="" type="checkbox"/> <i>Adult Probation</i> <input type="checkbox"/> <i>Juvenile Probation</i> <input type="checkbox"/> <i>Juvenile Detention</i>	<input checked="" type="checkbox"/> <i>Adult Probation</i> <input type="checkbox"/> <i>Juvenile Probation</i> <input type="checkbox"/> <i>Juvenile Detention</i>	<input checked="" type="checkbox"/> <i>Adult Probation</i> <input type="checkbox"/> <i>Juvenile Probation</i> <input type="checkbox"/> <i>Juvenile Detention</i>	<input checked="" type="checkbox"/> <i>Adult Probation</i> <input type="checkbox"/> <i>Juvenile Probation</i> <input type="checkbox"/> <i>Juvenile Detention</i>	<input checked="" type="checkbox"/> <i>Adult Probation</i> <input type="checkbox"/> <i>Juvenile Probation</i> <input type="checkbox"/> <i>Juvenile Detention</i>																																													
Total # of Groups Conducted	<i>2 groups</i>	<i>1</i>	<i>1</i>	<i>5</i>	<i>1</i>																																													
Total # of Sessions	<i>44 sessions</i>	<i>51 sessions</i>	<i>52 sessions</i>	<i>224 sessions</i>	<i>39 sessions</i>																																													
Facilitated by	<input checked="" type="checkbox"/> <i>Probation Staff</i> <input type="checkbox"/> <i>Detention Staff</i> <input type="checkbox"/> <i>Outside Vendor</i>	<input type="checkbox"/> <i>Probation Staff</i> <input type="checkbox"/> <i>Detention Staff</i> <input checked="" type="checkbox"/> <i>Outside Vendor</i>	<input type="checkbox"/> <i>Probation Staff</i> <input type="checkbox"/> <i>Detention Staff</i> <input checked="" type="checkbox"/> <i>Outside Vendor</i>	<input type="checkbox"/> <i>Probation Staff</i> <input type="checkbox"/> <i>Detention Staff</i> <input checked="" type="checkbox"/> <i>Outside Vendor</i>	<input type="checkbox"/> <i>Probation Staff</i> <input type="checkbox"/> <i>Detention Staff</i> <input checked="" type="checkbox"/> <i>Outside Vendor</i>																																													
Facilitators Available (#)	<i>4 trained</i>	<i>4</i>	<i>4</i>	<i>5</i>	<i>1</i>																																													
Facilitators that Lead Group (#)	<i>2 at a time</i>	<i>2</i>	<i>2</i>	<i>2 per group</i>	<i>1</i>																																													
Total Weekly Hours Devoted to Group (Each Facilitator)	<i>10 hrs</i>	<i>3 hours</i>	<i>3 hours</i>	<i>4-16 hours</i>	<i>4 hours</i>																																													
Total Referrals (#)	<i>25</i>	<i>33</i>	<i>17</i>	<i>68</i>	<i>3</i>																																													
Referrals Accepted (#) (%)	<i>21 (84%)</i>	<i>33 (100%)</i>	<i>17 (100%)</i>	<i>68 (100%)</i>	<i>3 (100%)</i>																																													
Participants Risk Level (#) (%)	<table border="1" style="font-size: small;"> <tr><th>H</th><th>M</th><th>L</th></tr> <tr><td>14</td><td>7</td><td>0</td></tr> <tr><td>(67%)</td><td>(33%)</td><td></td></tr> </table>	H	M	L	14	7	0	(67%)	(33%)		<table border="1" style="font-size: small;"> <tr><th>H</th><th>M</th><th>L</th></tr> <tr><td>6</td><td>15</td><td>12</td></tr> <tr><td>(18%)</td><td>(46%)</td><td>(37%)</td></tr> </table>	H	M	L	6	15	12	(18%)	(46%)	(37%)	<table border="1" style="font-size: small;"> <tr><th>H</th><th>M</th><th>L</th></tr> <tr><td>7</td><td>5</td><td>5</td></tr> <tr><td>(41%)</td><td>(30%)</td><td>(30%)</td></tr> </table>	H	M	L	7	5	5	(41%)	(30%)	(30%)	<table border="1" style="font-size: small;"> <tr><th>H</th><th>M</th><th>L</th></tr> <tr><td>27</td><td>30</td><td>11</td></tr> <tr><td>(40%)</td><td>(44%)</td><td>(16%)</td></tr> </table>	H	M	L	27	30	11	(40%)	(44%)	(16%)	<table border="1" style="font-size: small;"> <tr><th>H</th><th>M</th><th>L</th></tr> <tr><td>1</td><td>1</td><td>1</td></tr> <tr><td>(33%)</td><td>(33%)</td><td>(33%)</td></tr> </table>	H	M	L	1	1	1	(33%)	(33%)	(33%)
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(33%)	(33%)	(33%)																																																
Successfully Completed (#) (%)	<i>16 (76%)</i>	<i>27 (82%)</i>	<i>7 (41%)</i>	<i>30 (44%) 11 - Ongoing (16%)</i>	<i>3 (100%)</i>																																													
Unsuccessful Exits (#) (%) and Reason*	<i>1 - New arrest (5%) 3 - Dropped (14%) 1 - No show (5%)</i>	<i>1 - Medical (3%) 1 - Prison (3%) 4 - No Information Available (12%)</i>	<i>10 - No Information Available (59%)</i>	<i>21 - Lack of Attendance (31%) 6 - Inappropriate Behavior (9%)</i>																																														

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

\* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group - reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (re-arrest, new conviction, tech viol w/ finding), etc.





## Cognitive Behavioral Programming Worksheet

Cognitive Behavioral Programming Worksheet															
Program Name	<i>Example: Positive Changes</i>			<i>Rosecrance</i>			<i>Rosecrance</i>			<i>P.A.T.S. (Prevention and Treatment Services)</i>					
Curriculum Used	<i>T4C</i>			<i>Moral Reconciliation Therapy (How to Escape Your Prison)</i>			<i>Anger Management (Coping With Anger)</i>			<i>PAIP</i>					
Population Served (Please Specify)	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention			<input type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention		
Total # of Groups Conducted	<b>2 groups</b>			<b>1</b>			<b>1</b>			<b>5</b>					
Total # of Sessions	<b>44 sessions</b>			<b>40 sessions</b>			<b>45 sessions</b>			<b>125 sessions</b>			<b>sessions</b>		
Facilitated by	<input checked="" type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor			<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor		
Facilitators Available (#)	<b>4 trained</b>			<b>1</b>			<b>1</b>			<b>5</b>					
Facilitators that Lead Group (#)	<b>2 at a time</b>			<b>1</b>			<b>1</b>			<b>2</b>					
Total Weekly Hours Devoted to Group (Each Facilitator)	<b>10 hrs</b>			<b>2 hours</b>			<b>2 hours</b>			<b>4 hours</b>			<b>hours</b>		
Total Referrals (#)	<b>25</b>			<b>35</b>			<b>50</b>			<b>79</b>					
Referrals Accepted (#) (%)	<b>21 (84%)</b>			<b>35 (100%)</b>			<b>50 (100%)</b>			<b>79 (100%)</b>					
Participants Risk Level (#) (%)	H	M	L	H	M	L	H	M	L	H	M	L	H	M	L
	14 (67%)	7 (33%)	0	10 (29%)	22 (63%)	0 (0%) 3 U/A (9%)	1 (2%)	34 (68%)	2 (4%) 13 U/A (26%)	U/A	U/A	U/A	U/A	U/A	U/A
Successfully Completed (#) (%)	<b>16 (76%)</b>			<b>11 (31%) 6 – Ongoing (17%)</b>			<b>23 (46%) 5 – Ongoing (10%)</b>			<b>43 (54%) 29 – Ongoing (37%)</b>					
Unsuccessful Exits (#) (%) and Reason*	<b>1 – New arrest (5%) 3 – Dropped (14%) 1 – No show (5%)</b>			<b>18 (51%) See Note Below</b>			<b>22 (44%) See Note Below</b>			<b>7 (9%) See Note Below</b>					

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

\* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group – reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (re-arrest, new conviction, tech viol w/ finding), etc.

**NOTE:** The Cognitive Behavioral Programming information provided by Rosecrance and P.A.T.S. was for the period July 1, 2017-June 30, 2018 rather than Calendar Year 2017.



## Attachment 26: Justice System Stakeholder Collaboration (Required)

As required under 730 ILCS 110/15(6)(b), please describe in the following table collaboration efforts with justice system stakeholders, service providers and community members to improve the case outcome of clients whom you supervise. Include information on coordination efforts with officials from other State entities (i.e., Department of Corrections, Department of Children and Family Services, Department of Human Services, etc.) in the development and use of community resources information systems.

<b>Stakeholder Collaboration Worksheet</b>				
Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
<i>Example: The Glen Robinson Center</i>	<i>Mental Health</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Law Enforcement Agencies	Reports listing each client under community-based supervision in Champaign County, to include the client's name, address, case number, sentence termination date and supervising officer, are sent daily to local Law Enforcement Agencies to assist officers with contact information. Probation Officers assist local Law Enforcement Agencies with special events (i.e., Halloween and "Unofficial St. Patrick's Day" events, Juvenile Curfew events, etc.), and enforcement of geographical restrictions imposed as conditions of probation and GPS monitoring.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosecrance	Substance Abuse and Mental Health Services, including Drug and Alcohol Assessments and Screenings, Substance Abuse Education, Individual Out-Patient Counseling, and Anger Management and Moral Reconciliation Therapy (MRT) Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Cognition Works, Inc.	Cognitive Skills, PAIP and Anger Management Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prevention and Treatment Services (P.A.T.S.)	PAIP, Anger Management and Substance Abuse Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kleppin and Associates	Sex Offender, Mental Health and Substance Abuse Evaluations, Individual and Group Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Resources and Counseling Center	Sex Offender Evaluation and Treatment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABC Counseling	Sexual Abuse Assessments and Treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IDOJJ After Care Specialist	Case Management and Supervision to youth released from IDOJJ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carle Psychiatry/Psychology Department	Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CEAD	Adolescent Residential Drug and Alcohol Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Center for Youth and Family Solutions	Case Management services for children and families. 24-hour on-call for youth and families in crisis situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Champaign	Community Coalition is a forum in which community agencies come together monthly to discuss current events.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chestnut Health Care Systems	Drug and Alcohol Treatment Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Choices	Partnership with youth and families involved in DCFS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Don Moyer Boys & Girls Club	The Don Moyer Boys & Girls Club offers the following programs: Character and Leadership, Career and Education, Health and Life Skills, Sports and Recreation, Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Gateway	Provides Drug and Alcohol Services and assists with co-occurring Mental Health problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lincoln's Challenge	Academic, Job Skills, Physical Fitness, Leadership/Fellowship, Health, Sex Education and Nutrition, Life Coping Skills, Responsible Citizenship, and Service to Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men of Impact	Education and Mentoring Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEW B.O.Y. New Breed of Youth	The program's mission is to cultivate and empower youth through programs, activities, and relationships focused on instilling in each young man a new sense of self and direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operation Hope	Academic, Career, and College Prep assistance to high school students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLL (Parenting with Love and Limits)	Program designed for parents and caregivers of teenagers who are at risk of entering the juvenile justice system or for minors involved in the Juvenile Court Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S.O.A.R.	Community-Based In-School and Afterschool Mentoring, Tutorial and Family Advocacy Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TAEOP (Truants Alternative and Optional Education Program)	Truancy Prevention for Champaign Unit 4 School District	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TALKS	Weekly Men of Force meetings in the community and at the Juvenile Detention Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
The Pavilion	Mental Health Services, Inpatient and Partial Hospitalization Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urbana Student Health Center	Mental Health Services, Counseling, Medical Services, Substance Abuse Counseling and Treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urbana Neighborhood Connections Center	Serves youth from K-12 in Urbana Public School District #116. Provides Tutoring and Afterschool Services, College and Career Readiness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YAC (Youth Assessment Center)	The YAC monitors Informal and Formal Station Adjustments for youth involved in delinquent activity. Screens Youth for services using the YASI.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Youth and Family Peer Support Alliance	Mentors, Advocates and provides support for families and children who are experiencing Mental Health and /or Emotional challenges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department of Human Services (DHS)	Comprehensive, community-based youth services network provides assistance with placing youth who are not able to return home. We have also coordinated services with DHS for youth brought into detention for domestic battery, which includes assisting with placing those youth outside the home as necessary to ensure safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crosspoint Human Services and CHOICES Coordinated Care Solutions	Crosspoint Human Services and CHOICES Coordinated Care Solutions provide mental health crisis intervention for youth Screening Assessment and Support Services (SASS).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Department of Juvenile Justice	We partner with IDOJJ to coordinate services for youth who are under the supervision of IDOJJ Aftercare and returning to detention and/or youth who have come through JDC previously, been under the supervision of our Probation Office and then under the supervision of IDOJJ Aftercare. IDOJJ, JDC, and Juvenile Probation collaborate and work together, including meeting regularly to share information and coordinate services for youth and families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department of Children and Family Services	We collaborate with representatives from CHOICES to ensure that there is coordination in providing services for youth involved in the child welfare system who come into JDC. Representatives from multiple agencies participate in wrap meetings that consist of service providers, families and other supportive community members.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Illinois Balanced and Restorative Justice (IBARJ) Project	The Champaign County Juvenile Detention Center collaborates with the Illinois Balanced and Restorative Justice (IBARJ) Project to implement restorative practices within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Rape Advocacy and Counseling Education Services (RACES)	The Champaign County Juvenile Detention Center has partnered with RACES (Rape Advocacy, Counseling, and Education Services) 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Athletes	Project Athletes is an athletic training program designed for junior and senior high school students, regardless of ability, and serves as a positive outlet for building friendships, finding mentors, maintaining academic achievement and providing activities to keep teens engaged and out of trouble.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of Illinois	A weekly science group led by students 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School for Designing a Society	Pester Power is a community theatre project. A team of individuals presents a play with music, puppets, skits, songs and audience interaction. The audience is encouraged to "do the right thing" for global climate change and to improve the racial climate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Illinois Secretary of State	The Office of the Illinois Secretary of State provides education on the Rules of the Road and distracted driving and assists youth preparing to take the driver's license exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of Illinois School of Library and Information Sciences	The "Library Project" is an ongoing volunteer effort begun by students from the University of Illinois School of Library and Information Sciences. This program utilizes undergraduate and graduate students to instill in detained youth an interest in reading. The program teaches youth in custody how to use the Detention Center Library and also teaches them about the library system and how to use the libraries in their own communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of Illinois Extension	The Champaign County Master Gardener program, through the University of Illinois Extension Office, offers a weekly group that educates detained youth on gardening and horticulture and also provides lessons on insects and birds. This group aims to expose youth to healthy lifestyles through healthy foods, hobbies, and career choices. Along with the youth, the Master Gardeners maintain a Community Garden on the Detention Center's property, where vegetables, fruits, and flowers are grown. Excess produce is donated to local food banks, allowing youth to be part of giving back to their community.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>(This form may be added to or duplicated as needed)</i>				





**Attachment 27: Detention Behavior Management Plan**  
(If applicable)

*Not Applicable*



**Attachment 28: Policy and Procedures for Disciplinary Room Time**  
(If applicable)

*Attached*



***Champaign County Juvenile Detention Center***

Chapter Number: 11 Chapter Title: Rules and Discipline

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

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

Policy Subject: Room Restriction

**PURPOSE AND SCOPE**

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

**POLICY**

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

**DEFINITIONS**

Major Rules Violation:

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

**PROCEDURE**

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

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

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

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

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

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

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

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

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

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

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

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

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



# Champaign County Juvenile Detention Center Room Restriction Form

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

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

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

**Reason for Request:**

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

**Specific Behavior that Necessitated Room Restriction:**

Click or tap here to enter text.

**Alternative Interventions that were unsuccessful in managing the behavior:**

Click or tap here to enter text.

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

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

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

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

Click or tap here to enter text.

**Assistant Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 29: Pretrial Risk Assessment**  
(If applicable)

*Not Applicable*



## Attachment 30: Existing Problem-Solving Courts (If applicable)

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.

Problem-Solving Court Description Worksheet	
1. <b>Type of Problem-Solving Court</b>	
a. ADULT <input checked="" type="checkbox"/> JUVENILE <input type="checkbox"/>	
b. Name and location: <u>Champaign County Drug Court</u>	
c. Population served: Drug Court <input checked="" type="checkbox"/> Mental Health Court <input type="checkbox"/> Veteran's Court <input type="checkbox"/>	
Other: _____	
2. <b>Certification (Adult Problem-Solving Courts only)</b>	
a. Is this problem-solving court certified? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
b. If not certified, are you in the process of obtaining certification? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
3. <b>Probation Positions</b>	
a. For calendar year 2017 (01/01/17 – 12/31/17), how many total probation positions are dedicated to this problem-solving court? <u>1</u> (in Full-Time Equivalent)	
• Number of dedicated officers: <u>1</u> (in FTE)	
• Number of dedicated supervisors: <u>1</u> (in FTE)	
• Number of dedicated support staff: <u>0</u> (in FTE)	
4. <b>Problem-Solving Court Clientele</b>	
a. For calendar year 2017 (01/01/17 – 12/31/17), how many individuals were:	
• Number screened for eligibility: <u>79</u>	
• Number assessed: <u>65</u>	
• Number accepted: <u>54</u>	
• Number rejected: <u>11</u>	
b. Average length of program from acceptance to graduation? <u>22 months</u>	
c. What is the annual capacity or number of program slots available each year? <u>100</u>	
d. What is the current enrollment in this problem-solving court? <u>85</u>	
e. Total number of clients supervised during calendar year 2016 (1/1/17 – 12/31/17) for this problem-solving court: <u>106</u>	
f. Average length of time between an individual's referral and acceptance into or rejection from the problem-solving court? <u>30 days</u>	
g. For calendar year 2016 (01/01/17 – 12/31/17), what were the total number of discharges? <u>39</u>	
Discharges by Category:	
• Graduation <u>14</u>	
• Neutral <u>1</u>	
• Voluntary <u>0</u>	
• Unsuccessful <u>24</u>	
Total number of unsuccessful discharges due to the following reasons:	
o Technical Violation with no new arrest <u>21</u>	
o New arrest <u>2</u>	
o Both <u>1</u>	
o Other <u>0</u>	

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





## **Attachment 31: County Fiscal Year 2019 Strategic Plan (Required)**

Pursuant to 730 ILCS 110/15(6)(a) each probation and court services department must have a plan which "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." This strategic plan is the culmination of information included within the entire Annual Probation Plan and serves as the foundation of what the department will be accomplishing in the upcoming year.

This strategic plan is intended to drive the work of the department in regards to evidence-based practices, enhancing collaborative efforts, and organizational/staff development. It serves as a roadmap to improve client services through enhanced service delivery based upon practices and procedures known to be effective. This will be the cornerstone of what your work looks like with justice partners and stakeholders as well as what the collaborative focus will be for your field services coordinator during the next fiscal year.

*There must be at least a strategic plan in at least one area set forth for the upcoming year.*



## **Example**

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The following is an example of how to fill out the strategic plan:

1. **Focus:** Based off of where the department is currently looking to advance, pick the general focus first (administrative, probation, detention, pretrial, or problem-solving courts).
2. **Area:** Then decide on what area will be changed, enhanced, modified, improved, etc. If multiple areas within a specific focus are chosen, there must be a **separate** strategic plan completed for each. **If the area is around the status quo or current practice without any indication of enhancement, it will be deemed unacceptable and have to be changed.**
3. **Goal:** The goal should be attainable within the county fiscal year and incorporate:
  - An action stem (to initiate..., to modify..., to enhance..., to implement...) which leads to...
  - An identifiable desired outcome (in order to...).

**Goals must be supportive of the department's advancement of evidence-based practices and enhancement of services. It cannot just include purchases of equipment, vehicles or uniforms; to maintain operations; or goals that reoccur every year without any progress.**

4. **Action Steps:** The small objectives, placed in sequential order that lead to the fulfillment of the goal. They should be Specific, Measurable, Attainable, Realistic, and Timely (SMART).
5. **Timeline:** This is the date aimed for the completion of the action step. The timeline is a part of the SMART action steps and helps in maintaining trajectory toward the goal.
6. **Person(s) Responsible:** Anyone intricately involved in the completion of the action step (lead, participants, assistants, etc.). It should also include their role.
7. **Technical Assistance:** This is technical assistance that AOIC can provide the department. Consult with your field services coordinator to ensure this is something AOIC can provide.
8. **Training:** This is the training that AOIC and other entities can provide for the department. Please make note of the source. Consult with your field services coordinator to ensure this is something AOIC can provide.



# Example

PROBATION SERVICES <span style="float: right;">Not applicable <input type="checkbox"/></span>				
<b>Area:</b> <i>(Mark only one)</i>	Effective Casework <input checked="" type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational <input type="checkbox"/>	Other <input type="checkbox"/> Describe: _____		
<b>Goal:</b>	<b><i>To implement the use of the behavior analysis in all cases that prescreen out as moderate risk or higher in order to more accurately score the risk assessment</i></b>			
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
1. All supervisors will complete training on BA	No later than December 31, 2018	*CMO – set up training *All supervisors - attend *Orbis trainer *AOIC – Asst. w/ training		Behavioral Analysis training – Orbis Partners and AOIC
2. Supervisors will practice conducting BAs	December 31 - January 15, 2018	*CMO – manage process *AOIC *Supervisors – participate in coaching sessions	AOIC - facilitate coaching	
3. Quality assurance measures developed	December 31, 2018 - February 1, 2018	CMO w/ assistance from AOIC	AOIC – provide examples and feedback	
4. QA measures rolled out to supervisors	No later than February 1, 2018	CMO		
5. Line staff are trained in BA	Set for February 19, 2018	Supervisors Jones and Smith		
6. Implement BA with 3-5 cases w/ supervision, coaching, and evaluation/feedback	By March 15, 2018	All line officers w/ assistance from supervisors		
7. Evaluate progress and determine next steps	By March 31, 2018	CMO w/ assistance from AOIC	AOIC – evaluation tools	
8. a. If meeting benchmarks, implement BA with all clients who score out on prescreen	After March 31, 2018	All staff		
8. b. If not meeting progress, conduct needs assessment and re-state goal.	After March 31, 2018	CMO		
9.a. Evaluate progress with BA implementation, quality control, and impact on assessments.	By June 30, 2018	CMO w/ assistance from AOIC	AOIC – give guidance on how to evaluate	



## CFY 2019 Strategic Plan and Training/Technical Assistance Requests

<b>ADMINISTRATIVE</b>					Not applicable
<b>Area:</b> <small>(Mark only one)</small>	Mission Statement <input type="checkbox"/> Fiscal Resource Management <input type="checkbox"/> Organizational Structure <input type="checkbox"/> Policies and Procedures <input checked="" type="checkbox"/> Compensation and Performance Management <input type="checkbox"/> Other <input type="checkbox"/> Describe: _____				
<b>Goal:</b>	<b><u>Revise Departmental Policies and Procedures Manual</u></b>				
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)	
Revise Departmental Policies and Procedures Manual (last revision completed in July 2000)	June 30, 2019	Director and Supervisor of Administrative Services	N/A	N/A	
Distribute revised Policies and Procedures Manual to all employees	July 31, 2019	Supervisor of Administrative Services	N/A	N/A	
<i>(This form may be added to or duplicated as needed)</i>					

<b>PROBATION SERVICES</b>					Not applicable
<b>Area:</b> <small>(Mark only one)</small>	Effective Casework <input checked="" type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational <input type="checkbox"/> Other <input type="checkbox"/> Describe: _____				
<b>Goal:</b>	<b><u>Implement the Illinois Adult Risk Assessment (ARA) and Juvenile Risk Assessment (JRA) Systems.</u></b>				
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)	
Six Juvenile Probation Officers will complete 3-day JRA and Case Planning training (note: the Supervisor of Juvenile Probation Services completed this training in March 2018)	November 2018	Director and Supervisor of Juvenile Probation Services	AOIC will present this training on-site in Champaign County	JRA and Case Planning	
14 Adult Probation Officers and the Supervisors of Adult Probation and Specialized Services will complete 3-day ARA and Case Planning training (note: two Adult Probation Officers, including the Intake Officer, completed this training in April 2018)	Approximately one half of our Adult Probation personnel will complete this training in November 2018 and the remaining personnel will complete this training in December 2018	Director, Supervisor of Adult Probation Services and Supervisor of Specialized Services	AOIC will present this training on-site in Champaign County and in Macon County	ARA and Case Planning	
Integrate online/automated systems into local system	January 2019	Director and County IT Department	Technical assistance will be provided by AOIC and the University of Cincinnati Information Technology Solution Center (ITSC)		



<i>Action Steps</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Technical Assistance (Describe)</i>	<i>Training (Describe)</i>
The Department will transition to the JRA and ARA systems and will enter all JRA and ARA assessments into the online system	January/February 2019	Director and Supervisors of Juvenile Probation Services, Adult Probation Services and Specialized Services	Technical assistance will be provided by AOIC	
Supervisors will conduct three QA Measures per month per officer	January-June, 2019	Supervisors of Juvenile Probation Services, Adult Probation Services and Specialized Services	Technical assistance will be provided by AOIC	
Supervisors will identify common mistakes and schedule coaching as necessary	January-June, 2019	Supervisors of Juvenile Probation Services, Adult Probation Services and Specialized Services	Technical assistance will be provided by AOIC	
Supervisors will conduct two QA Measures per month per officer	July-December, 2019	Supervisors of Juvenile Probation Services, Adult Probation Services and Specialized Services	Technical assistance will be provided by AOIC	
Supervisors will conduct ongoing audits to ensure that case plans are being completed around criminal drivers	Ongoing	Supervisors of Juvenile Probation Services, Adult Probation Services and Specialized Services	Technical assistance will be provided by AOIC	

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

<b>DETENTION SERVICES</b>		Not applicable		
<b>Area:</b> <i>(Mark only one)</i>	Programming <input type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational <input type="checkbox"/>			
	Other <input type="checkbox"/> Describe: _____			
<b>Goal:</b>	_____			
<i>Action Steps</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Technical Assistance (Describe)</i>	<i>Training (Describe)</i>

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

<b>PRETRIAL SERVICES</b>		Not applicable		
<b>Area:</b> <i>(Mark only one)</i>	Creating Division/Unit <input type="checkbox"/> Programming <input type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/>			
	Other <input type="checkbox"/> Describe: _____			
<b>Goal:</b>	_____			
<i>Action Steps</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Technical Assistance (Describe)</i>	<i>Training (Describe)</i>

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



PROBLEM-SOLVING COURTS <span style="float: right;">Not applicable</span>				
<b>Area:</b> <i>(Mark only one)</i>		Establishing PSC Court <input type="checkbox"/> Programming <input type="checkbox"/> Quality Assurance Measures <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/>		
Other <input type="checkbox"/> Describe: _____				
<b>Goal:</b>		<b><i>Complete Certification of the Champaign County Drug Court Program.</i></b>		
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
Submit revisions to policies and procedures requested by the AOIC	October 31, 2018	Circuit Court Judge Jeffrey B. Ford and the Champaign County Drug Court Team		
Schedule and conduct site visit	January 31, 2019	AOIC, Judge Ford and the Champaign County Drug Court Team		
Submit responses to recommendations by the AOIC, if applicable	March 31, 2019	Judge Ford and the Champaign County Drug Court Team		
Final certification of the Champaign County Drug Court Program	June 30, 2019	AOIC		
<i>(This form may be added to or duplicated as needed)</i>				



**Attachment 32: County Annual Report**  
(If applicable)

*Not Applicable*



## Attachment 33: Status of CFY2018 Department Goals (Required)

Please provide an update on the goals submitted in the department's County Fiscal Year 2018 Annual Probation Plan. Describe progress as well as any barriers encountered.

For those goals that were not addressed or not completed during the past year, please explain why and indicate whether it remains a goal or if modifications to the original plan have been made. Please provide a detailed description of the modifications, if applicable.

<b>Status of CFY 2018 Strategic Plan</b>
<p><b>Goal:</b> <i>Implement the use of the Effective Casework Model in all cases that prescreen out as moderate risk or higher.</i></p> <p><b>Progress (Please check one):</b>   <input type="checkbox"/>Completed   <input checked="" type="checkbox"/>Progress Toward   <input type="checkbox"/>Amended   <input type="checkbox"/>Not Addressed</p> <p><b>Outcome(s)</b> <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.)</i></p> <p><b>Supervisors in the Adult and Juvenile Probation Divisions participated in training on Behavior Analysis presented by our AOIC Field Coordinator in April 2018. Further progress towards this goal is being deferred pending implementation of the Illinois Adult Risk Assessment (ARA) and Illinois Juvenile Risk Assessment (JRA) Systems. We would note that two Adult Probation Officers (including the Intake Officer) completed ORAS/CP End-User Training in March and the Supervisor of Juvenile Probation Services completed OYAS/CP End-User Training in April. Please see the CFY 2019 Strategic Plan (Attachment 31) for information about the Department's plan to implement ARA and JRA.</b></p>
<p><b>Goal:</b> <i>Complete Certification of the Champaign County Drug Court Program.</i></p> <p><b>Progress (Please check one):</b>   <input type="checkbox"/>Completed   <input checked="" type="checkbox"/>Progress Toward   <input type="checkbox"/>Amended   <input type="checkbox"/>Not Addressed</p> <p><b>Outcome(s)</b> <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.)</i></p> <p><b>Following submission of Champaign County's Problem Solving Court Certification Application, the Drug Court Team received feedback and recommendations from the Administrative Office of the Illinois Courts in April 2018. In response, the Drug Court Team prepared a Mentors Handbook for the veterans track of the Drug Court Program, established a partnership with the Center for Wounded Warriors at the University of Illinois for development of a training program for veterans, identified a volunteer coordinator for veterans' services, and defined and implemented five phases to the Drug Court Program. The Champaign County Drug Court Program expects to complete certification of the Program in 2019. For details, please see the CFY 2019 Strategic Plan (Attachment 31).</b></p> <p style="text-align: center; color: red;"><i>(This form may be added to or duplicated as needed)</i></p>

