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ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

DIVISION OF PROBATION SERVICES

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ILLINOIS INTENSIVE PROBATION SUPERVISION

PROCEDURAL AND OPERATIONAL STANDARDS

MANUAL

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ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

- ACKNOWLEDGEMENTS -

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ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

PROGRAM OVERVIEW

Program History

The Illinois Intensive Probation Supervision Program (IPS) was established in 1984. It was one of several probation improvement efforts authorized by the Illinois General Assembly and signed into law by Governor James Thompson during 1983. At that time, the State of Illinois was faced by a prison overcrowding problem of large proportions that required a response which could be implemented in a shorter time period than that required to build a prison.

The Administrative Office of the Illinois Courts - Division of Probation Services reviewed the intensive probation supervision program which had been implemented in the State of Georgia. That program was used as a model on which the Illinois program was constructed. Some modifications in structure and function were required due to statutory differences, type of probationer supervised, and the diversity of the counties in which the program was implemented in Illinois.

Program Structure

The Illinois Intensive Probation Supervision Program (IPS) was initiated in ten jurisdictions for adult felony offenders. A juvenile component was established in Cook County Juvenile Court Services. Two program structures were developed. The 25-person unit consisted of two IPS Officers supervising twenty-five probationers. The 40-person unit consisted of three IPS Officers supervising forty probationers. In 1986, a 40-person regional IPS Unit in three counties of the 1st Judicial Circuit was broken into three one-man IPS Units which supervise ten (10) probationers each. Additionally, a juvenile component was implemented in another IPS Unit.

The program design consists of three phases which are of varying lengths of time. Each phase requires differing levels of case contact. As a probationer moves through the three phases during the course of one year, the number of contacts are reduced.

Primary Purpose

The primary purpose of the Illinois Intensive Probation Supervision Program (IPS) is to create a dispositional alternative for the court to place select felony offenders into a highly structured, community supervision program instead of committing them to the Illinois Department of Corrections (IDOC). Selection to the IPS Program is limited to felony offenders of probationable offenses who otherwise would be committed to IDOC.

Program Process

Each offender candidate for the IPS Program is carefully screened according to the offense presently before the court for sentencing, prior criminal record, information contained within the presentence report, and the potential risk the offender candidate presents for further law violations. The final approval for placement in the IPS Program is left to the sentencing court and made a condition of a sentence to probation.

Supervision activities place heavy emphasis on public protection through almost daily contact with probationers. These are maintained for strict enforcement of court ordered conditions of probation, as well as strong program rules requiring curfews, employment/education, and public service work. The daily contact provides the local IPS Units supervising probationers an avenue to assist in resolving some of the problem areas in the probationers' lives.

Upon completion of supervision in the IPS Program, the probationer may be transferred to regular probation supervision in accordance with the supervision standards of the Illinois Adult Probation Classification System. Another disposition of a successfully completed supervision might be discharge from any further supervision. This, however, is not encouraged as a common practice. It could be done in a case which has demonstrated noticeable progress within the IPS Program during the term of supervision. However, constant use of this disposition could lessen the perception of IPS as a viable alternative to incarceration.

ADULT MANUAL

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
OPERATIONAL STANDARDS MANUAL -- ADULT

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.01 AUTHORITY

I. Illinois Revised Statutes, Chapter 38, Paragraph 204-1b.

"Basic Services" means the number of personnel determined by the Division as necessary to comply with adult and juvenile workload standards and to operate programs of intensive probation supervision, public service employment, intake services, and home detention.

II. Illinois Revised Statutes, Chapter 38, Paragraph 204-7.

The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act.

The Division may:

- (g) develop standards for a system of record keeping for cases and programs, gather statistics, establish a system of uniform forms, and develop research for planning of Probation Services.
- (l) where appropriate, establish programs and corresponding standards designed to generally improve the quality of probation and court services and reduce the rate of adult or juvenile offenders committed to the Department of Corrections.
- (m) establish such other standards and regulations and do all Acts necessary to carry out the intent and purposes of this Act.

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DISCUSSION:

The authority for approving programs of intensive probation supervision is statutorily vested in the Division. That authority extends beyond the approval of such programs to include the providing of reimbursement monies for the staff to operate these programs. Additionally, monitoring the operation of these programs, to insure that they operate in a manner consistent with minimum standards established by the Division, is another statutorily defined role of the Division.

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.02 APPLICABILITY

- I. The Division shall approve all local IPS Program sites pursuant to statutory authority.
- II. All IPS Program sites shall operate according to the minimum standards contained within this Operational Standards Manual and any subsequent revisions, however, all program sites are encouraged to exceed minimum standards whenever possible.
- III. Any Department with an approved IPS Program is required to establish and maintain policies and procedures for the day-to-day operation of the IPS Program which are consistent with, but may exceed, the minimum standards contained within this Operational Standards Manual.
- IV. This Operational Standards Manual replaces all previous standards promulgated by the Division for the IPS Program and is effective May 18, 1988, subject to further revisions as approved by the Division.

DISCUSSION:

The Division will monitor the operation of all IPS Programs to insure that minimum operational standards are maintained. All Departments which operate approved programs of intensive probation supervision must develop local manuals of policies and procedures. These local manuals may be completed by adopting sections, language, or format of the Division manual. While minimum standards of compliance will be monitored, all IPS Program sites are strongly encouraged to exceed minimum standards wherever and whenever possible.

Where Departments are directed to expand on specifically identified issues, Departments are expected to provide the necessary substantive language that complies with these standards. Assistance may be requested and received from the Division in order to achieve required compliance.

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.03 DEFINITIONS

- I. "Division" - the Division of Probation Services of the Administrative Office of the Illinois Courts.
- II. "Assistant Director" - the Assistant Director of the Administrative Office of the Illinois Courts, Division of Probation Services.
- III. "Associate Director" - the Associate Director of the Administrative Office of the Illinois Courts, Division of Probation Services.
- IV. "IPS Program" - the Intensive Probation Supervision Program approved by the Division to function within the Department.
- V. "IPS Unit" - the designated body of officers within a local probation or court services department assigned to an IPS Program which has been approved by the Division.
- VI. "Department" - a probation or court services department that provides probation or court services and such related services as assigned to it by the circuit court or by law.
- VII. "Chief Executive Officer" - the chief administrative officer, chief probation officer, director or chief managing officer of a Department.
- VIII. "Monthly Report" - the IPS Program Monthly Report form which identifies caseload movement and case activity within each IPS Unit during the month.
- IX. "Case Face Sheet" - the IPS Program Case Face Sheet for adult and juvenile probationers in the IPS Program.
- X. "Progress Report" - the IPS Program Six-Month Progress Report form completed on all adult and juvenile probationers under active supervision at the end of six months in the IPS Program.

- XI. "Discharge Summary" - the IPS Program Discharge Summary form completed on all adult and juvenile probationers when they exit the IPS Program.
- XII. "Termination Report" - the IPS Program Report of Termination From Regular Probation form for adult and juvenile probationers which identifies when and how former IPS cases exit regular probation supervision.

DISCUSSION:

The definitional terms contained in the Administrative section is not an exhaustive terminology list. Local IPS Units are recommended to develop their own individual definition section which builds on the terms presented in this manual. There often exists local phrases and abbreviations which are found only within that jurisdiction.

If the local policy and procedure manual is used as an in-service training tool for new staff, a detailed listing of common phrases and abbreviations would be beneficial. New staff would have ready access to an orientation resource, and the existing staff would have timely access to a reference resource.

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.04 VARIANCES

- I. Variances may be authorized by the Assistant Director or his designee(s) for cause.
- II. Variance requests shall be forwarded to the appropriate Division Field Coordinator who will review them and forward them with a recommendation to the Associate Director.
- III. Variance requests shall be reviewed by the Division staff prior to approval or denial of the variance request.
- IV. In instances where a timely response may be required, the IPS Unit may contact the appropriate Division Field Coordinator for verbal authorization of a variance on a temporary basis. The Department shall still be required to submit a written variance request pursuant to these standards within seven (7) days of verbal authorization.
- V. Variance requests must include:
 - A. The specific rule, standard, guideline, directive or policy (or portion thereof) for which an exemption is being sought;
 - B. A detailed justification supporting the request; and,
 - C. The period of time for which the variance is being requested.
- VI. A variance shall not be effective until approved in writing by the Division.
- VII. A copy of the approved variances shall be maintained by the Administrative and Program Services staff of the Division in a file for said purposes and by the Department(s) as appropriate.

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DISCUSSION:

The application by a Department for a variance from the Division's established minimum operational standards is formalized by this sub-section. By submitting such requests in a formal manner, the Department will receive written approvals. The Division will have a means of documenting variations in the IPS Program that is consistent and verifiable. The Departments will have an approval that is contractual in nature.

Instances may arise from time to time which may require an immediate/timely approval. Department/IPS Units may contact the appropriate Field Coordinator for verbal authority to implement a variance. These must be followed with a written request pursuant to the above standards, within seven (7) days. Departments/IPS Units are to document the temporary verbal authority for the variance from these Operational Standards.

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.05 REQUIRED FORMS

- I. Illinois Intensive Probation Supervision Program
Monthly Report (IPS-A-01)
 - A. Each IPS Unit shall submit the Monthly Report form to the Division on or before the 15th day of the following month.
 - B. The Monthly Report form shall be completed consistent with the instructions for said form which are contained within this manual.
 - C. The Monthly Report form shall be submitted by the IPS Unit to the Division Field Coordinator responsible for monitoring the IPS Unit.
- II. Illinois Intensive Probation Supervision Program
Case Face Sheet (IPS-A-02)
 - A. A Case Face Sheet shall be completed on each probationer within the first seven (7) days following the probationer's IPS Program start date.
 - B. Case Face Sheets shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Case Face Sheet unavailable when the form is completed should be so indicated by marking U/A for that item.
- III. Illinois Intensive Probation Supervision Program
Six Month Progress Report (IPS-A-03)
 - A. The IPS Unit shall complete a Progress Report on all probationers under their active supervision which have been under supervision for six months from the probationer's IPS Program start date.

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- B. Progress Reports shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Progress Report unavailable when the form is completed should be so indicated by marking U/A for that item.
- IV. Illinois Intensive Probation Supervision Program Discharge Summary (IPS-A-04)
- A. When any IPS Program probationer is discharged from supervision in the program, the IPS Unit shall complete the Discharge Summary form.
 - B. Discharge Summary forms shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Discharge Summary form unavailable when the form is completed should be so indicated by marking U/A for that item.
- V. Illinois Intensive Probation Supervision Program Report of Termination From Regular Probation (IPS-A-05)
- A. A Termination Report form is to be completed on all probationers who, having been transferred from the IPS Program to regular probation supervision, have been discharged from regular supervision.
 - B. The Termination Report may be completed by the IPS Unit or, per the Department's internal administrative policies, by the regular probation staff.
 - C. Termination Report forms shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - D. Information requested on any item of the Termination Report form unavailable when the form is completed should be so indicated by marking U/A for that item.

- E. Termination Report forms are not required on any cases which are not transferred to regular probation supervision upon completion of the IPS Program.

VI. Illinois Intensive Probation Supervision Program
Monthly Screening Log (IPS-A-07)

- A. The IPS Unit shall maintain a Monthly Screening Log of probationers referred to the IPS Unit for possible admission to the IPS Program.
- B. The format of the Monthly Screening Log shall be in a form consistent with and which provides the information requested in the sample Monthly Screening Log form provided in this manual.
- C. The Monthly Screening Log shall be maintained by the IPS Unit for periodic review by the Division staff responsible for monitoring the IPS Program.
- D. Any exceptions to the monthly screening process shall be submitted in a written request pursuant to Section 02.01.100.04 of this Adult Operational Standards Manual.

VII. Illinois Intensive Probation Supervision Program
Case Contact Log (IPS-A-06)

- A. The IPS Unit shall maintain a Case Contact Log that indicates the type and frequency of case contacts during a seven-day time period.
- B. The local IPS Units may develop a form different from the sample Contact Log, however, the items of such a local form must minimally contain the items presented in the sample form.
- C. The Case Contact Log shall be maintained by the IPS Unit for periodic review by the Division staff responsible for monitoring the IPS Program.
- D. Any exceptions to the Case Contact Log process shall be submitted in a written request pursuant to Section 02.01.100.04 of this Adult Operational Standards Manual.

DISCUSSION:

The submission of the Monthly Report form in a timely manner assures that, statewide, consistent program monitoring occurs. The local IPS Units are urged to do all required paperwork on a priority basis so that IPS Units can better monitor their internal administrative functions. Consistency and accuracy can be verified. Missing information can be obtained and incomplete or inaccurate information corrected.

During the revision process, several required forms have been altered in format. The "Case Fact Sheet" form has been retitled "Case Face Sheet". Quarterly Case Progress Reports are being replaced by a "Six-Month Case Progress Report" form and a "Discharge Case Summary" form. Local IPS Units will now be required to maintain case contact logs for monitoring purposes in lieu of the quarterly reports. The "Monthly Screening Log" remains as does the "Termination Report from Regular Probation". If questions arise regarding how information should be entered on any of the required forms, the Field Coordinator for the IPS Unit should be contacted.

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.06 PERSONNEL

- I. The Department shall develop job descriptions, position titles, and performance evaluation instruments for each position within the IPS Unit.
- II. The job descriptions, position titles, and performance evaluation instruments shall be consistent with guidelines established by the Division.
- III. The job descriptions, position titles, and performance evaluation instruments shall be approved by the Division pursuant to guidelines established for compensation plans and performance evaluations.
- IV. The job descriptions, position titles, and performance evaluation instruments shall be on file within the Department.
- V. Each employee within the IPS Unit shall receive a copy of the job description, position title, and performance evaluation instruments of the position which they occupy. The employee shall sign an acknowledgement of receipt and understanding of these documents.
- VI. Revisions of job descriptions and position titles must be approved by the Division prior to being implemented by the Department.

DISCUSSION:

In an effort to allow Departments the latitude to reflect local personnel and staffing issues, the Division is no longer mandating the use of "case manager" and "surveillance officer" as the sole position titles or job descriptions of activities. The original manual provided sample job descriptions and position titles. However, a number of Departments have adapted position titles and job descriptions to their local compensation plans.

To more properly reflect local responsibilities, the Division now requires that Departments have position titles, job descriptions, and performance evaluation instruments which have been approved by the Division. The approval would be based on guidelines and standards established for compensation plans and performance appraisals. Guidelines and standards in these areas further require that the Departments maintain these on file and that employees in the respective positions sign an acknowledgement of receipt and understanding of these documents. The operational standards of the IPS Program only restate these standards.

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.07 PUBLIC SERVICE WORK

- I. All IPS Program probationers are to perform required public service work hours in the amount of one hundred thirty (130) hours.
- II. Scheduling and monitoring of public service work should be done by the IPS Unit in conjunction with the Department's program for public service work, where appropriate.
- III. An unemployed probationer may be expected to perform additional public service work as directed by the IPS Unit.
- IV. Alternative methods of crediting public service work are subject to prior approval by the Division in the form of a variance request by the IPS Unit/Department pursuant to Section 02.01.100.04 of the Adult Operational Standards Manual.

DISCUSSION:

Public service work is a keystone of the IPS Program. Previously, the IPS probationer was expected to perform a set number of hours of public service work in each phase of the program. While the total number of hours remains at one hundred thirty (130) hours, the local IPS Units are allowed the latitude to schedule these hours according to local conditions. A probationer who is employed full-time or attending vocation/education programs full-time should be allowed some flexibility in their scheduling to fulfill their public service work obligation. Limitations on available work sites is another consideration which would further hamper a probationer's ability to meet a fixed compliance schedule.

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To date, there has been no ruling on the practice of assigning additional public service work hours above the one hundred thirty (130) hours of the IPS Program. Some IPS Units assign extra hours to probationers until they become gainfully employed. Other IPS Units assign "penalty hours" to probationers who fail to perform scheduled hours or as an internal disciplinary action for violations of program rules. Until there is a definitive decision rendered in case law, IPS Units are encouraged to continue using locally accepted practices.

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.08 USE OF FORCE

- I. The Department shall develop policies and procedures for the IPS Unit which minimally detail:
 - A. When the use of force is allowed;
 - B. How much force is allowed; and,
 - C. A reporting and review process when force is used by an IPS Unit staff person.
- II. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- III. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address use of force, each Department must have written policy and procedures that minimally state what levels of force are acceptable. Additionally, there needs to be an identified reporting process when an incident involving the use of force occurs. Finally, the Department should identify a review process to investigate the circumstances of such incidents when they occur.

For all IPS Units, the use of force issue would cover a physical, weaponless, probably non-lethal incident. An example such as a struggle with a probationer or a by-stander who involves themselves in a struggle would be in this category. In those IPS Units authorized to carry firearms, the policy and procedures must include what steps are taken in cases where physical injury or death occurs, either to the probationer, a by-stander, or the IPS Unit staff involved. The Department should also obtain a legal opinion/review of these policies and procedures from their state's attorney.

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.09 USE OF WEAPONS

- I. If the circuit court determines that the IPS Unit should have weapons, the Department shall have an administrative order from the chief judge of the circuit which allows the staff of the IPS Unit to carry weapons.
- II. The Department shall develop policies and procedures for the IPS Unit which minimally detail:
 - A. When a staff person of the IPS Unit may carry a weapon;
 - B. Under what circumstances a weapon may be used;
 - C. A reporting and review process when a weapon is used by an IPS staff person; and,
 - D. Pursuant to statutory authority, Chapter 85, Paragraph 516, Ill. Rev. Stats., 1985, the required training to be completed by an IPS staff person prior to receiving authorization to carry a weapon as well as annual weapons certification with documentation of said certification to be on file.
- III. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- IV. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address the use of weapons, the local Department which has received court authority to carry firearms via an administrative order must have specific policy and procedure established. Issues which must be covered by policy and procedure shall include: who may carry a firearm; when a firearm may be carried; training requirements; the reporting process when a firearm is drawn/discharged; and, a review process when an incident occurs.

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The list of issues to be addressed in policy and procedure on use of weapons is not all inclusive. Any Department which has authority for its IPS Unit to carry weapons should obtain a legal opinion/review of these policies and procedures from their state's attorney. Certain liability issues do exist. Every attempt should be made to lessen these liabilities.

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.10 SEARCH AND SEIZURE

- I. The Department shall develop policies and procedures for the IPS Unit, approved by the Division, which minimally detail:
 - A. The circumstances under which an IPS Unit staff person may conduct searches and seizures;
 - B. What is done with evidence obtained during searches and seizures; and,
 - C. A reporting and review process when a search and/or seizure is conducted by an IPS Unit staff person.
- II. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- III. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address how search and seizure should be accomplished, each Department must have policies and procedures that include the issues identified above. The search of an IPS probationer is allowed for in the conditions of probation which place the probationer in the IPS Program. As a peace officer by statute, an IPS Unit staff person has authority to conduct searches similar to the authority of a peace officer engaged in law enforcement. That authority is limited to probationers in the IPS Program.

At the present time, there is a lack of legal opinion regarding search and seizure in the IPS Program. Questions arise concerning probable cause versus reasonable suspicion, chain of evidence, if the authority to search and seize extends to other living areas of a domicile not under the direct control of the probationer, and many more. As the IPS Program becomes more established, the legal precedents and opinions should begin to answer these questions.

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However, until legal precedence is established, each Department must develop policy and procedure to define circumstances when search and seizure is allowed, maintenance of the evidence chain, and review reporting requirements. These policies and procedures should be reviewed by the local state's attorney office for a preliminary legal opinion.

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.11 USE OF ARREST FORCE

- I. The Department shall develop policies and procedures when authority to arrest is in effect within the Department.
- II. Policies and procedures, when required, shall minimally detail:
 - A. When arrests may be made by the IPS Unit;
 - B. The specific process to be followed; and,
 - C. A reporting and review process when an arrest occurs.
- III. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- IV. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address the use of arrest powers, each Department must have written policies and procedures that minimally incorporate the above issues. These policies and procedures should also be submitted to the local state's attorney for a legal opinion/review. Departments which do not allow IPS Units to make arrests should state that fact in written policy.

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.12 PROGRAM DISCIPLINE

- I. The Department shall develop an internal discipline process for IPS probationers who have committed:
 - A. Technical violations of probation conditions;
 - B. Infractions of IPS Program rules; and/or,
 - C. New criminal offenses.
- II. The internal discipline process shall be in writing and available to the IPS Unit staff.
- III. Any sanctions contained within the internal discipline process should be based on a continuum ranging from verbal/written reprimand to filing of a Petition to Revoke.

DISCUSSION:

The potential for program guideline infractions, violations of probation conditions, and the commission of new offenses is extremely great in the IPS Program. Therefore, the selection of appropriate disciplinary responses must be a major consideration for the IPS Unit. Protection of the community must be of primary concern in the selection of an appropriate disciplinary action for any infraction, violation, or new offense. The setting of discipline which fits the violation will allow the maximum opportunity for each probationer to succeed in the IPS Program while maintaining the integrity of the program. The local IPS Units must develop their own policies and procedures to provide a disciplinary process within the IPS Program.

These policies and procedures should be supported by all parties of the justice system in order to maximize the effectiveness of the program. The following examples of discipline are alternatives which range on a continuum from the least to the most severe disciplinary actions to be taken:

- * Verbal reprimand by the IPS Unit.
- * Increased reporting requirements on the probationer.
- * Tightening of curfew hours.
- * Restriction on allowed travel.
- * Increased home visits by the IPS Unit.
- * Increased substance abuse testing.
- * Increased searches of person, residence, and personal property.
- * Use of home confinement on weekends.
- * Petition filed to modify probation conditions.
- * Petition filed to revoke probation with commitment to the Illinois Department of Corrections.

In the development of internal discipline policies and procedures, the IPS Unit should carefully weigh the type of infraction against such a continuum of disciplinary actions. It would be inappropriate to file a petition to revoke or modify conditions for a first violation of curfew. By the same process, a restricted curfew would appear to be an inappropriate response to a new offense arrest.

The IPS Units are recommended to discuss this issue in depth with the Chief Executive Officer, the state's attorney, defense attorneys, and most importantly, the courts. From such a discussion, acceptable parameters of internal discipline can be determined on a local level. The overall case supervision process will function more smoothly when all parties, including the probationer, understand the parameters of acceptable behavior and the consequences for infractions.

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.13 UNIT STAFF MEETINGS

- I. The IPS Unit shall establish a regularly scheduled time for all staff to attend a meeting to review issues pertinent to the operation of the IPS Program.
- II. IPS Unit staff meetings shall minimally be scheduled on a monthly basis.
- III. Various topics may be addressed at staff meetings, however, topics to be placed regularly on the agenda are:
 - A. Case management and supervision strategies;
 - B. Changes in policy or procedure of the IPS Program;
 - C. Issues within the Department which have any bearing on the IPS Unit;
 - D. Staff duty schedules; and,
 - E. Resource development and coordination issues.
- IV. A schedule and record of unit staff meetings shall be made and maintained by the Department, available for inspection.

DISCUSSION:

Regularly scheduled unit staff meetings are a key component to insure intra-unit communication. While the Operational Standards require monthly staff meetings, IPS Units are encouraged to schedule staff meetings as needed. The level of frequency helps to develop a feeling of teamwork, promotes communication outside staff meetings, improves the efficiency and effectiveness of IPS Units, and assures information sharing will occur.

Five (5) basic agenda topics are required by the Operational Standards, however, IPS Units should not limit discussion to these topics. Other information basic to proper case management could be

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relayed. Training needs could be discussed. Case management issues on individual probationers could be reviewed and improvements identified.

The scheduling of staff meetings for the IPS Unit would probably work best at shift changes. However, some IPS Units may wish to establish set dates and times apart from shift changes. Attendance should be considered mandatory unless excused for reasons such as vacation, illness, or training.

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.14 CASE NOTES/DOCUMENTATION

- I. The IPS Unit shall maintain a means of documenting the substance and results of case contacts.
- II. Case notes shall minimally identify: date of contact; time of contact; type of contact; substance of what occurred during the contact; and, the initials of the IPS Unit staff who entered the case contact.
- III. Case contacts include those with the probationer, and with people other than the probationer concerning the probationer.
- IV. The case documentation shall be readily available to all members of the IPS Unit at all times.

DISCUSSION:

A means of documenting the substance and results of case contacts is essential to effective case management. The local IPS Unit may refer to this case documentation by a number of different names: case notes; field notes; log notes; or, case logs. For the purpose of discussion in this manual, they will be referred to as case notes.

Case notes may be located in individual case files or in a notebook. The method of maintenance is up to the IPS Unit. They must be available to all staff and case note entries need to be made in a timely manner in order to be meaningful. Same day entries are encouraged whenever possible, however, no longer than a twenty-four hour time lapse should occur between case contact and case contact documentation.

The format for case notes may vary with each IPS Unit. They should be clear and legible. A sample "Case Contact" log sheet has been supplied in this manual, however, IPS Units are free to develop a format with which they feel comfortable, as long as it meets required standards of documentation and is maintained in a timely manner.

101-SCREEN.

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.01 CRITERIA

- I. The Department shall establish local policies and procedures which detail criteria of eligibility for acceptance in the IPS Program.
- II. Policies and procedures shall minimally contain the following criteria but may contain additional criteria at the discretion of the IPS Unit.
 - A. The potential candidate is pending sentence for a probationable felony offense.
 - B. The potential candidate has signed an acknowledgement of the IPS Program conditions and indicated a willingness to comply with those conditions.
 - C. The potential candidate is a resident of the county wherein the IPS Program currently operates.
 - D. The potential candidate has not been sentenced under Illinois Revised Statutes, Chapter 111½.

DISCUSSION:

Potential candidates for the IPS Program must be individuals who would have been sentenced to the Illinois Department of Corrections had it not been for the availability of the IPS Program. This means that the potential candidate must be before the sentencing court for a probationable felony offense, one which would result in a sentence to prison. A misdemeanor offender cannot be committed to prison, and, therefore, would be an ineligible candidate. Felony probationers before the court for sentencing on a petition to revoke probation would be potential candidates. The requirement of a probationable felony offender is necessary to be consistent with the main goal of the IPS Program, to divert offenders from prison and thereby reduce the commitment rate to the Illinois Department of Corrections.

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The stated understanding of and acknowledgement of a willingness to comply with the conditions of the IPS Program is critical to the successful completion of the IPS Program. Residency within the county must be present for the IPS Unit to effectively supervise the case. Finally, any case being sentenced under Chapter 111 $\frac{1}{2}$ would be ineligible for commitment to the Illinois Department of Corrections and, therefore, ineligible for the IPS Program. The IPS Units are encouraged to expand on the minimum eligibility criteria with any additional criteria locally relevant.

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.02 REFERRAL

- I. The Department shall establish local policies and procedures which identify the referral process that is to be followed by the IPS Unit.
- II. Policies and procedures shall minimally indicate the following information:
 - A. The exact referral sources from which the IPS Unit will accept cases for screening.
 - B. How the IPS Unit will be notified of a potential case for the IPS Program.
 - C. Who within the IPS Unit will be responsible for receipt of referrals.
 - D. While the Division does not encourage referrals from plea negotiations, it is recognized this practice occurs. Therefore, any IPS Unit which accepts cases as a result of plea negotiations must have the process of screening for these cases specifically identified in local policies and procedures.

DISCUSSION:

The referral process for the screening of potential IPS Program candidates varies across the state. The Division recognizes these local practice variations and requires the Departments to identify in writing the local practice by means of policies and procedures. Sources of referral may be directly from the court, from the state's attorney, from the defense attorney, or all of these sources.

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Policies and procedures will identify who these sources are, how those referrals reach the IPS Unit, and who within the IPS Unit shall be responsible for receipt of referrals. If all of the above individuals refer to the IPS Unit, identify that fact. The manner in which a referral is transmitted must be indicated. One individual in the IPS Unit may be designated to receive referrals or all staff may be so designated. Whoever it is shall be identified in the policies and procedures.

Finally, the issue of plea negotiations is one which must be addressed. This is the least preferred method of referral to the IPS Program. However, the Division recognizes that this practice does occur. If plea negotiation is a means of referral, the exact process must be identified in policies and procedures.

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.03 PROCESS

- I. The Department shall establish local policies and procedures which specifically detail the screening process used by the IPS Unit in determining eligibility/acceptability to the IPS Program.
- II. Policies and procedures shall minimally contain:
 - A. Who is responsible for reviewing the eligibility of a potential candidate.
 - B. A requirement of an interview of the potential candidate prior to sentencing.
 - C. A requirement of a criminal history review prior to the sentencing.
 - D. A requirement of an interview with family or significant others prior to sentencing, if the potential candidate resides with family/significant others.
 - E. The time frame within which the screening process shall be completed.
 - F. The submission of a written assessment of the potential candidate's suitability for the IPS Program with stated rationale approved by the supervisor of the IPS Unit or that person's designee.

DISCUSSION:

The IPS Program initially had three (3) identified screening processes for potential candidates. Over time, these screening processes (Direct Sentencing, Plea Negotiation, Direct Commitment) have become less distinct as local practices dictated change. This has resulted in a number of variations in the screening process. The Division now requires that each Department develop local policies and procedures which identify local practice. Included in these policies and procedures must be certain minimal functions identified by the Division.

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Indicating who within the IPS Unit is responsible for the screening process may mean only one specified individual, the whole IPS Unit staff, or someone else entirely. This decision is left to the discretion of the Department. As previously stated, it is imperative that a potential candidate be interviewed before sentencing and indicate a willingness to participate in the IPS Program. If available, family or significant others with whom the potential candidate would be residing need to be interviewed. Their understanding of the IPS Program expectations will assist in the supervision process.

Criminal history reviews are essential to ensure that the potential candidate is a valid case for diversion from incarceration. Accountability is attained when any process is placed in a measurable time frame. Finally, there must be documentation of a potential candidate's suitability for the IPS Program and why this is so. Having supervisory approval insures this aspect is accomplished.

The screening of a potential candidate may be completed in a short time period of three (3) to five (5) days. The same process may take as long as thirty (30) days. Length of time involved is dependent on how much verified information is available to the IPS Unit when notified of a potential candidate to be screened.

Prior to sentencing, the IPS Unit must interview family members/significant others with whom the potential candidate may reside while in the IPS Program, if available. They need to be aware of the conditions of the program and how these conditions may impact on them. By doing this interview at the residence, the IPS Unit will be able to see the living environment the potential candidate will be experiencing and verifying residence within the county.

In those instances where a presentence report has not been completed, the IPS Unit should obtain a complete criminal history report. A complete criminal history would include both IBI and NCIC record checks. Any information which is found to be contradictory to previously obtained information or any new information, should be discussed with the potential candidate.

Should the criminal history of a potential candidate indicate a prior history of violent or assaultive offenses which may not have already excluded the potential candidate from the IPS Program, then

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a more extensive review of these offenses could occur. The nature of the offense(s), the extent of the potential candidate's involvement, nature of any injuries, and weapons involved are all factors the IPS Unit would consider. Besides an interview with the potential candidate, police reports and interviews with victims and witnesses may be helpful in determining if the potential candidate presents a danger to public safety.

Any reports available on prior periods of imprisonment and parole or probation supervision would be reviewed to determine the success or lack thereof which was achieved. A case that has been revoked while on regular probation supervision and is now awaiting sentencing, with IPS as an alternative, would be a very good prospective candidate.

Finally, the IPS Unit could discuss the case with both the state's attorney and the defense attorney. By doing so, the IPS Unit establishes a strong working relationship with two of the main participants of the sentencing process. These interviews also assure the IPS Unit of few surprises at the sentencing hearing. By knowing in advance the position these participants are going to have regarding the IPS Program, the IPS Unit can better assess the potential candidate's likelihood of success.

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.04 DIRECT COMMITMENT

- I. The referral process for a direct commitment case differs in that the IPS Unit must check with the local circuit clerk of the jurisdiction on a daily basis to determine if felony offenders have been sentenced to the Illinois Department of Corrections for probationable offenses.
- II. Upon determining which offenders have been sentenced, the IPS Unit will interview each probationable felony offender within two (2) days of their being sentenced in order to determine if the offender has:
 - A. An expressed willingness to participate in the IPS Program;
 - B. An established residence within the local jurisdiction; and,
 - C. Few if any violent or assaultive offenses in his/her criminal history.
- III. A recommendation for placement in the IPS Program shall be forwarded, in writing, to the sentencing judge, state's attorney, and defense attorney within five (5) days of the commitment date.
- IV. The IPS Unit shall notify the local sheriff's department of those individuals it has reviewed and recommended for placement in the IPS Program and those which the sheriff's department may process for transportation to the Illinois Department of Corrections.
- V. The local IPS Unit should institute a procedure of staying the issuance of mittimus for potential IPS candidates that is:
 - A. Acceptable to the sentencing court;
 - B. Acceptable to the local sheriff's department; and,
 - C. Of long enough duration to allow a reasonable time for screening by the IPS Unit.

DISCUSSION:

The preferred means of case referral/screening to the IPS Program is Direct Commitment. A case is committed to the Illinois Department of Corrections (IDOC). If the case is a probationable felony, a stay of mittimus is entered which delays the potential candidate's transfer to IDOC. The IPS Unit is notified and screens the case for eligibility.

If a case is determined to be unacceptable, the stay of mittimus is withdrawn. For cases the IPS Unit determines to be eligible, the sentencing court is so notified. The sentencing court may then decide to set the case for resentencing or rescind the stay of mittimus and allow the original sentence to stand. Regardless of the final decision, the fact that a sentence of incarceration was entered insures the integrity of the IPS Program. Any case which enters the IPS Program under Direct Commitment could be viewed as being diverted from the prison system.

Direct Commitment has been retained as a means of referral/screening as an alternate method. While it is not practiced currently, an IPS Unit may wish to adopt this referral/screening process in the future. If so, the standards are in place to be implemented. No IPS Unit is required to comply with these standards if they are not currently practicing Direct Commitment as a referral/screening process.

102-INTAKE

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.01 CONDITIONS OF SUPERVISION

- I. The IPS Unit shall review the conditions of probation supervision and the IPS Program guidelines with the probationer during the initial meeting following sentencing to the IPS Program.
- II. Each condition of probation supervision shall be read to the probationer and a signed acknowledgement obtained.
- III. The probationer's family/significant others should also acknowledge understanding of the conditions of supervision and the IPS Program guidelines within seven (7) days of case entry. However, such a requirement is left to the discretion of the local IPS Unit/Department.

DISCUSSION:

The intake process of the IPS Program is not expected to be completed in the first day or even the first week of the supervision. The overall process would be completed in various stages beginning with the initial contact after the sentencing and ending with the completion of the initial case supervision plan.

During the initial intake interview one of the first, if not the first, functions performed is reviewing the conditions of probation supervision with the probationer. These should be read in their entirety to the probationer and may be read to any family members/significant others with whom the probationer intends to reside. By doing so, the IPS Unit insures that all parties involved fully understand the significance of the probation sentence and the impact it will potentially have on their lives. A signed acknowledgement must be obtained from the probationer. While no such requirement exists for family members/significant others, by doing so, their initial cooperation in the supervision process will be documented.

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In some jurisdictions, the sentencing court may impose a limited sentence of incarceration in the local county jail as a condition of probation supervision. When that occurs the IPS Unit should continue to see the probationer in jail at least monthly. At the initial visit, the conditions of probation supervision process may be completed. However, the start date for the IPS Program will be measured from the date active supervision begins in the community.

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.02 CASE FACE SHEETS

- I. The IPS Case Face Sheet (revised 5/88) shall be completed by the IPS Unit within seven (7) days of the initial meeting with the probationer.
- II. The IPS Unit shall forward a copy of the completed IPS Case Face Sheet to the appropriate Division Field Coordinator within seven (7) days of completion of the form.
- III. The IPS Unit shall retain a copy of the IPS Case Face Sheet within their case file.

DISCUSSION:

Based on the presentence report, information provided by the probationer, and any subsequent information obtained during the sentencing hearing, the IPS Unit will complete the Case Face Sheet. Careful attention should be taken to complete the Case Face Sheet in its entirety. Any unknown information should be investigated further prior to completion. A copy should be placed in the case file and another forwarded to the Division within seven (7) days of the completion of the form.

An excellent means of guaranteeing timely submission of Case Face Sheets would be to establish a regular mailing day each week. On the mailing day, all such forms could be mailed to the appropriate Division Field Coordinator.

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.03 PHOTOGRAPHS

- I. The IPS Unit shall obtain a current photograph of each probationer in the IPS Program.
- II. The photograph of the probationer shall be maintained within the IPS case file or other accessible location within the IPS Unit.

DISCUSSION:

All probationers in the IPS Program must be photographed and have that photograph placed in the case file or other accessible location within the IPS Unit. These photographs may be obtained by the IPS Unit with their own camera or from the local law enforcement agency that takes "mug shots". They are for identification purposes and would be obtained as soon after the initial intake interview as possible, but no later than thirty (30) days after the formal start date. Should the IPS Unit rely on the probationer to provide a photograph, then a photograph taken within the preceding forty-five (45) days of the intake should be required of the probationer.

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.04 RISK/NEEDS ASSESSMENT/REASSESSMENTS

- I. The IPS Unit shall complete the Risk/Needs Initial Assessment forms of the Illinois Adult Probation Classification System on every probationer sentenced to the IPS Program.
- II. The initial assessment of Risk/Needs shall be completed during or following the initial meeting with the probationer, but no more than seven (7) days following the initial meeting.
- III. The Risk/Needs forms shall be placed in the IPS case file.
- IV. The Risk/Needs reassessment shall be completed on all probationers prior to the six (6) month review and prior to being transferred to regular supervision or case discharge. These shall be completed by the IPS Unit and placed in the IPS case file.

DISCUSSION:

Although the probationers in the IPS Program are being supervised at a level of contact exceeding the standards of the Illinois Adult Probation Classification System, an initial assessment of a probationer's risk/needs must be completed. The initial assessment may be completed at any time during the first thirty (30) days of the IPS Program. An appropriate time would be approximately two (2) weeks into the active supervision.

The initial assessment is not necessary to establish a supervision level, however, it does provide an integral component in case supervision planning and actual case supervision practices. It is a tool the IPS Unit uses to identify areas of the probationer's life in which problems exist. During the period of supervision, the initial assessment can be referred to and used as a measure of case progress or lack thereof. Previously, the IPS Units were required to forward the initial assessments to the Division. They now need only be retained in the case file of the probationer.

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The reassessment of risk/needs shall be completed prior to the six (6) month progress report and immediately prior to case transfer to regular probation. The IPS Unit will be responsible for completion of these forms. This gives the regular supervision officer an understanding of the case and an accurate starting point to begin the regular supervision. If Department policy calls for mandatory override to Maximum supervision, this is allowed. However, the needs assessment is the real supervision tool at that point. The IPS Unit is in the best position to assess these needs. For those cases which are discharged from all supervision upon completion of the IPS Program, the reassessment is not required.

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.05 CASE SUPERVISION PLANS

- I. The IPS Unit shall establish a case supervision plan for each probationer within the first thirty (30) days of active supervision.
- II. The IPS Unit shall follow a format for case supervision plans that is inconsistent with the format contained within this manual.
- III. The IPS Unit may use the form presented in this manual, their own form, or a different medium, such as case notes as long as the case supervision plan format is consistent with that found within this manual.
- IV. The case supervision plan shall contain, but not be limited to:
 - A. A problem identification statement.
 - B. A prioritization of identified problems.
 - C. A statement of rationale regarding why these problems were identified and prioritized by the IPS Unit.
- V. Review/revision of action steps shall minimally be documented on a weekly basis.

DISCUSSION:

The development of case supervision plans is an important part of the intake process and the IPS Program as a whole. The development of good case supervision plans that are accurate, timely, and measurable is essential to a successful IPS case.

The IPS Unit should not hurry through this aspect of the intake process. The minimum standards require completion within thirty (30) days of the IPS start date. Use of that time to get to know the probationers, their environment, and their needs assures the completion of realistic and attainable case supervision plans.

Case supervision planning is central to the IPS Program. It is the specific identification of what is to be accomplished with and/or for the probationer during the period of supervision. Implementation is the actual execution of the case supervision plan. Section 02.01.103 of the Adult Operational Standards Manual describes the nature and frequency of contacts under the IPS Program, the implementation, but that section does not specifically address the issues surrounding case supervision planning.

The standards of supervision focus on compliance issues related to conditions of probation while case supervision planning stresses the development of individual social functioning skills within the probationer. It requires the IPS Unit to obtain and maintain a thorough knowledge of the probationer's strengths and weaknesses. The knowledge is acquired through a variety of sources available to the IPS Unit. Among these sources are the presentence investigation reports, prior court records, law enforcement records, prior probation/parole records, information obtained during the initial intake process, and observations made by the IPS Unit during the first thirty (30) days of active supervision.

Altogether, the information obtained by the IPS Unit should be sufficient to identify in objective, yet behavioral terms, what may be accomplished during supervision in the IPS Program. The information is used to score the Risk/Needs assessment forms. These are tools the IPS Unit uses to identify areas of high risk and areas of needed service for the probationer.

General areas of concern when addressing the Problem Identification Statement of the case supervision plan should include employment, academic/vocational training, financial management, family/marital relationships, emotional stability, substance abuse, health, and use of leisure time by the probationer. Other aspects which may be considered are special conditions imposed by the sentencing court, financial conditions of the probation sentence, establishment of a stable residence, who the probationer associates with, and public service work to be completed as a requirement of the IPS Program.

The IPS Unit should consider all identified problem areas enumerated in the Problem Identification Statement when proceeding to the Prioritization of Problems. In assessing these various problems, the IPS Unit should determine which problems are impacting on the

probationer's life most seriously and which need to be resolved prior to addressing other problems. It should be acknowledged that some problems which have higher priorities may not be addressable due to a lack of resources or an unwillingness by the probationer to admit that the identified problem is a problem for him/her.

In the Statement of Rationale, the IPS Unit proceeds to identify which problems it will be addressing and those it will be delaying action on or taking no action. Additionally, the reasons for these decisions are to be stated. By doing so, the IPS Unit prepares a "game plan" it intends to employ in the case management of the probationer.

Once started, the IPS Unit should attempt to secure the cooperation of the probationer in the establishment of the case supervision plan. Where this is possible, there will be a greater likelihood the goals of the case supervision plan will be achieved. In cases where the probationer does not cooperate or disagrees on what needs to be accomplished during the IPS Program, more aggressive approaches will probably have to be employed by the IPS Unit.

The case supervision plan developed during the first thirty (30) days of supervision in the IPS Program should not be considered a static and unchanging "game plan". Due to the high level of case contact and the involvement the IPS Unit has in the probationers' changing lives, the IPS Unit should be aware that needs may change or be resolved and priorities may change. In an effort to address the likelihood of these circumstances occurring, the IPS Unit will go through the case supervision plan process at the end of the sixth month of active supervision. It must be remembered that this is a tool to assist the IPS Unit in case management.

Although the IPS Unit may feel that no major changes have taken place in the probationer's case, going through the case supervision process at that time will require the IPS Unit to formally review the status of each probationer's case at the midpoint of case supervision. In most cases it will be found that some significant changes have occurred. Some cases will have minor changes that have occurred. Finally, a few cases will remain status quo, with very few changes, if any, taking place. Forms have been provided in this manual which should facilitate both the initial and updated case supervision planning process. The reassessment of risk/needs would help in re-evaluating the probationer's progress or lack thereof.

Equipped with a viable case supervision plan that is objective and behaviorally oriented, the IPS Unit can begin the implementation of the plan through a variety of supervision activities within the IPS Program. Such activities as direct contact with the probationer and

the probationer's family/significant others, home visits, curfew checks, work verification, public service work, agency referrals for services, and other behavioral monitoring provide the opportunities for the IPS Unit to monitor the probationer's overall adjustment and conduct.

The case supervision plan gives direction regarding what is to be accomplished with each supervision contact as well as purpose to each contact. It would guide supervision decisions and serve as an evaluation mechanism of the probationer's progress or lack thereof. Successful movement through the IPS Program would provide tangible evidence that the case supervision plan is being implemented and that the probationer is conforming to the conditions of probation while complying with IPS Program rules.

The required office visits are the vehicle through which the IPS Unit may monitor the probationer's progress in dealing with the problems identified in the case supervision plan. Action Steps that were to have been completed by the probationer during the preceding week can be discussed. New Action Steps can be established for completion by the next scheduled office visit. These Action Steps would be stated in some measurable manner and entered in the case notes of the probationer.

For a substance abuse problem, an Action Step might read: "Attend all scheduled counseling sessions between this date, 7/23/88, and the next office visit on 7/30/88" or "An appointment shall be set for a drug evaluation between 7/23/88 and 7/30/88". In a case where lack of gainful employment is an identified problem, an Action Step might read: "A minimum of ten (10) job searches shall be completed between 7/23/88 and 7/30/88" or "An appointment will be made with the job counseling agency between 7/23/88 and 7/30/88".

These are individual examples. Action Steps need to be designed to address the probationer's specific problems and the probationer's abilities to address these problems. Also taken into account is the availability of needed resources to which a probationer may be referred. The IPS Unit must be aware of these factors when developing Action Steps.

The frequency of case supervision plan review and revisions is left to the discretion of the local IPS Unit, but must be done at the sixth month of supervision. The frequency of Action Step review/revisions is mandated weekly. However, IPS Units are strongly encouraged to exceed these minimum standards whenever possible.

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.06 SUBSTANCE ABUSE TESTING

- I. The IPS Unit shall establish random substance abuse testing for drug groups by testing the probationer within the first thirty (30) days of active supervision.
- II. A subsequent drug test shall occur within fourteen (14) days of an initial positive test.
- III. Further drug testings could be required at the discretion of the IPS Unit if indications of inappropriate drug or alcohol use are found to exist.
- IV. Should the probationer be of legal age and have no identified problems related to alcohol use, the IPS Unit's discretion should be exercised when no specific court order prohibits alcohol use.

DISCUSSION:

Substance abuse testing remains a required component of the IPS Program. Due to legal questions and funding problems, that requirement has been reviewed on a departmental basis for variances. This practice will continue.

Probationers placed in the IPS Program have historically exhibited numerous problems with substance abuse. Dealing with these problems has become an important part of the supervision process. The random monitoring of these problems makes the probationer aware of that importance. IPS Units are to follow the Operational Standards and complete an initial screen during the first thirty (30) days of supervision. This testing provides a baseline from which to direct future supervision techniques. It also has a tendency to provide a deterrence factor.

The choice of which drugs should be tested for during the initial testing is left to the discretion of the IPS Units. Their knowledge of which drug groups are prevalent in their county would be an appropriate guide to follow. Additional indicators would be

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known or suspected drug use by the probationer, and any time a probationer is convicted of a drug related offense, that drug group should be included in the initial testing.

When a positive drug test occurs during an initial screen, that drug group shall be tested for in a subsequent test within fourteen (14) days of the initial test. IPS Units may elect to perform a subsequent test regardless of the results of the initial test. This practice is encouraged but is not required.

While cost factors may be prohibitive in some areas, other jurisdictions have begun the practice of assessing the probationer the cost of the testing. Still other IPS Units have an annual budget established for substance abuse testing based on estimated numbers of probationers expected during the year and the cost of each test. Testing occurs either in-house by the IPS Unit or contractually with an agency in the local community that has the capacity to do such testing.

The legal issues around substance abuse testing have not been consistently resolved. At this time, case law has not established precedence for or against substance abuse testing, either as a required condition of probation supervision or as evidence for violation of probation supervision conditions. The IPS Units must establish a process that is acceptable locally.

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SUBSECTION: 01 ADULT OPERATIONAL STANDARDS
SUBJECT: 102 INTAKE

.07 CASE FILES

- I. The IPS Unit shall maintain a case file on each probationer in the IPS Program.
- II. The case file shall contain materials deemed pertinent to the management of the case, but shall minimally contain the following items:
 - A. The IPS Case Face Sheet.
 - B. A photograph of the probationer.
 - C. The intake worksheet completed on the case where appropriate.
 - D. A copy of the probation order and the conditions of probation and signed acknowledgement of receipt and understanding by the probationer.
 - E. The initial Risk/Needs assessment forms and subsequent reassessment forms.
 - F. A copy of the presentence investigation report completed for sentencing to the IPS Program.
 - G. A copy of the case supervision plan and any updates of the plan which have been completed.
 - H. Any progress reports submitted to the Division.
 - I. The suitability report completed on the probationer.
 - J. Copies of substance abuse test results.
 - K. Any materials the IPS Unit deems to be appropriate.

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DISCUSSION:

As a part of the intake process, the IPS Unit must develop a case file for each probationer. While each Department is allowed latitude as to the organization and structure of case files, the Division recommends that fixed clasp file folders be used if possible. Information can be organized in a consistent format that is readily available to the IPS Unit.

103-SUPV.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 01 ADULT OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

01. PHASE I (Start Date to Third Month)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least four (4) different days during each seven (7) day time period during Phase I.
- B. One (1) office visit is to be scheduled during each seven (7) day time period to discuss case supervision plan progress, program compliance issues, adherence to conditions of probation, education issues, employment or unemployment verification, criminal record check, public service work, and any other topics bearing upon the IPS Program. The substance of these discussions shall be documented in the case notes.
- C. Each office visit shall constitute one (1) of the face-to-face contacts of the five (5) required during each seven (7) day time period in Phase I.
- D. A minimum of two (2) face-to-face contacts shall be made with the probationer at two (2) different times during each seven (7) day time period to confirm the probationer's compliance with curfew hours.
- E. A minimum of two (2) additional face-to-face contacts shall be made with the probationer during each seven (7) day time period. These would include but not be limited to:
 - 1. Home visits other than during curfew hours to see the probationer.
 - 2. Visits to see the probationer at a public service work site.

3. Visits to the probationer's place of employment.
 4. Visits to the probationer at an education program.
 5. Additional office visits.
 6. Additional curfew checks.
- F. The type(s) of contacts will be left to the discretion of the IPS Unit.

II. Curfew

- A. Unless otherwise approved by the court or the IPS Unit, curfew shall be from 7:00 p.m. to 7:00 a.m. during Phase I. The IPS Unit is allowed the discretion to amend curfew hours on a case-by-case basis as it determines necessary. Such amendments must be documented. However, curfews should minimally be in twelve (12) hour time blocks.
- B. Any departure from the established curfew hours must have the documented approval of the IPS Unit through notation in the case notes, case file, or the court's order.
- C. The IPS Unit shall conduct random curfew checks, to identify compliance by the probationer with established curfew hours, a minimum of four (4) different times during each seven (7) day time period during Phase I.
- D. Curfew checks may be completed by telephone contact or by home visit, except that two (2) curfew checks must be made by means of face-to-face contact.

III. Employment Verification

- A. When a probationer in the IPS Program is employed, the IPS Unit shall verify that employment at least once each fourteen (14) day time period during Phase I.
- B. Employment verification may be accomplished by: viewing a paycheck or paycheck stub; a visit to the place of employment; or, a telephone contact with the employer, if, in the judgement of the IPS Unit, direct contact with the employer is deemed appropriate.

- C. Confirmation of employment by means of a visit to the place of employment shall constitute a face-to-face contact for purposes of compliance with Section 02.01.103.01 I. in this manual.

IV. Employment Seeking

- A. When a probationer in the IPS Unit is unemployed, the IPS Unit shall verify, at least once during each seven (7) day time period during Phase I, that the probationer is seeking gainful employment, unless the IPS Unit has exempted the probationer and so documented this exemption.
- B. The unemployed probationer is to be required to present verification of at least twenty (20) employment searches in each seven (7) day time period. This will be done at each scheduled office visit unless otherwise instructed by the IPS Unit, disallowed by statute, or specifically exempted by court order in the conditions of probation supervision.
- C. Acceptable exemptions from this standard of supervision would be:
1. A disability on the part of the probationer which severely limits or prohibits employment;
 2. Full-time student status in an educational or vocational program;
 3. A single-parent with children, aged five (5) years or less, residing in the household; or
 4. A probationer who is of retirement age and collecting retirement benefits.

V. Criminal Record Check

- A. The IPS Unit shall obtain a local criminal record check on each probationer in Phase I of the IPS Program at least once per each seven (7) day time period.
- B. The criminal record check shall be documented in the case notes or the case file.

VI. Public Service Work

- A. The probationer is required to perform at least one hundred thirty (130) hours of public service work during the total period of supervision in the IPS Program.
- B. The IPS Unit shall assign the probationer to complete public service work during Phase I supervision in such amounts as the IPS Unit deems appropriate.
- C. Any face-to-face contact made by the IPS Unit with the probationer at a public service work site shall be counted toward compliance with Section 02.01.103.01 II. of this manual.
- D. The IPS Unit is allowed discretion to exempt a probationer from public service work pursuant to the exemptions stated in Section 02.01.103.01 IV. and documents such exemption in the case notes or case file of the individual probationer so exempted.

VII. Law Enforcement Notification

- A. A list of all probationers actively supervised by the IPS Unit shall be forwarded to local law enforcement agencies within the jurisdiction of the IPS Unit.
- B. The list of IPS probationers shall be forwarded as caseload changes require.
- C. The list of IPS probationers shall minimally contain the following information:
 1. The probationer's name;
 2. The probationer's current residence;
 3. The means of contacting the IPS Unit.

DISCUSSION:

The contact standards for Phase I require a minimum of five (5) face-to-face contacts with a probationer extended over four (4) different dates during each seven (7) day time period. These minimum contact standards require that one (1) of these face-to-face contacts be an office visit, two (2) of them be curfew checks, and that the remaining two (2) face-to-face contacts may be other contacts as determined by the IPS Unit. Only two (2) face-to-face

contacts may occur on the same date with the remainder occurring at three (3) different times in each seven (7) day time period. Other case contact types as identified in Section 02.01.103.01 I. may also include social service agency staffings, a street visit, and seeing the probationer at a court hearing. The type used is left to the IPS Unit's discretion.

Minimum contact standards further require a total of four (4) curfew checks in each seven (7) days. Only two (2) of these are required to be face-to-face, the other two (2) may be made by telephone.

The IPS Unit should never establish a routine in how these standards are met or days when contacts occur. The uncertainty of contact makes it difficult for the probationer to establish patterns of contact or behavior and, therefore, a greater likelihood of compliance with existing conditions of supervision.

The IPS Unit should develop a case contact log which records number and type of contacts performed. This logging process may be handled in either one (1) of two (2) different manners: (1) use of the sample Case Contact Log provided in this manual (IPS-A-06); or, (2) the use or development of a similar form by the IPS Unit.

Regarding the issue of employment, the need for a probationer to maintain existing employment or gain employment is a key to successful completion of probation supervision. As indicated in Section 02.01.103.01, verification of employment status or the pressure to obtain employment are highly important aspects of the supervision process. In situations where the IPS Unit deems it to be inappropriate for contact to be made with the probationer at the place of employment or with the probationer's employer, verification of employment would have to be completed by paycheck or paycheck stub. While employment is important, the IPS Unit is allowed the discretion to determine if education is more important than employment.

During Phase I, criminal record checks may be done in any number of methods. A daily review of the local court docket is one method. Requesting an IBI check through a law enforcement agency such as the county sheriff's office may be another. Regardless of the method used, the IPS Unit must monitor criminal activity on a regular basis in an effort to assure public protection.

When the IPS Program was implemented in 1984, the amount of public service work hours was calibrated at sixty (60) hours in Phase I, forty (40) hours in Phase II, and thirty (30) hours in Phase III. This fixed schedule of expected levels of performance is no longer required. The IPS Unit is allowed the latitude of assigning and maintaining public service work hours as it deems appropriate for each case. It is recommended that some regulated method of performance be maintained to insure that the Adult IPS Program requirement of one hundred thirty (130) hours is completed by case discharge.

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In maintaining a monthly list of probationers in the IPS Program and forwarding this list to local law enforcement agencies, the IPS Unit will increase their surveillance capability by enlisting the assistance of law enforcement personnel in their jurisdiction. Besides this benefit of added surveillance capability, the IPS Unit may receive an additional benefit. Cooperation of this type generates strong and supportive working relationships. Law enforcement agencies may be more inclined to providing assistance in other areas when needed, such areas as warrant serving, arrest, and information sharing.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 01 ADULT OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

.02 PHASE II (Fourth to Ninth Month)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least three (3) different days during each seven (7) day time period during Phase II.
- B. One (1) office visit is to be scheduled during each seven (7) day time period to discuss case supervision plan progress, program compliance issues, adherence to conditions of probation, education issues, employment or unemployment verification, criminal record check, public service work, and any other topics bearing upon the IPS Program.
- C. A minimum of one (1) face-to-face contact shall be made with the probationer during each seven (7) day time period to confirm the probationer's compliance with curfew hours.
- D. A minimum of one (1) face-to-face of another type of contact shall be made during each seven (7) day time period. Refer to Section 02.01.103.01 I. for types of these contacts.

II. Curfew

- A. Unless otherwise approved by the court or the IPS Unit, curfew shall be from 10:00 p.m. to 7:00 a.m. during Phase II. The IPS Unit is allowed the discretion to amend curfew hours on a case-by-case basis as it determines necessary. Such amendments must be documented. However, curfews should minimally be in nine (9) hour time blocks.
- B. Any departure from the established curfew hours must have the documented approval of the IPS Unit through notation in the case notes, case file, or the court's order.

- C. The IPS Unit shall conduct random checks to identify compliance by the probationer with the curfew hours, a minimum of three (3) different times during each seven (7) day time period of Phase II.
- D. Curfew checks may be completed by telephone contact or by home visit, except that one (1) face-to-face curfew check is required by the minimum standards.

III. Employment Verification

- A. The IPS Unit shall verify the gainful employment of those probationers employed at least once per each fourteen (14) day time period during Phase II of the IPS Program.
- B. Employment verification may be accomplished by the methods detailed in Section 02.01.103.01 III. of this manual.
- C. Confirmation of employment by seeing the probationer at the place of employment shall constitute a face-to-face contact for purposes of compliance with Section 02.01.103.02 I. of this manual.

IV. Employment Seeking

- A. Should a probationer continue to be unemployed upon attaining Phase II of the IPS Program, the IPS Unit shall continue to require the probationer to conduct employment searches consistent with Section 02.01.103.01 IV. of this manual.
- B. Acceptable exemptions would remain those detailed in Section 02.01.103.01 IV. of this manual.

V. Criminal Record Check

- A. The IPS Unit shall obtain a local criminal record check on each probationer in Phase II a minimum of once per each seven (7) day time period.
- B. The criminal record check shall be documented in the case notes or the case file.

VI. Public Service Work

- A. If the probationer has not completed the required one hundred thirty (130) hours of public service work prior to Phase II, the probationer will be required to continue to fulfill this requirement.
- B. The IPS Unit shall assign probationers in Phase II public service work in such amounts as the IPS Unit deems appropriate unless the requirement has been fulfilled or exemption allowed pursuant to Section 02.01.103.01 IV.
- C. Any face-to-face contact made by the IPS Unit with the probationer at a public service work site shall be counted toward compliance with Section 02.01.103.02 I. of this manual.

VII. Law Enforcement Notification

- A. Law enforcement notification in Phase II shall remain consistent with Section 02.01.103.01. VII. of this manual.

DISCUSSION:

The contact standards in Phase II are not as stringent as those in Phase I. The number of face-to-face contacts and curfew checks are less. Additionally, the curfew hours are later in the evening. However, IPS Units are recommended to gradually move to a later curfew over time in lieu of an immediate change. Criminal record checks, public service work expectations, education contacts, employment verifications, employment seeking expectations, and law enforcement notifications remain consistent with those in Phase I.

Under the original IPS Program guidelines and standards, a probationer was moved through phase levels based on the probationer's compliance with the program standards. The probationer could be advanced in phase level or reduced to a lower phase level based on compliance with the program schedule. This led to confusion as to how caseload phase levels should be reported on the Monthly Report form. It also led to some internal administrative confusion within IPS Units.

The IPS Units will now report cases based on the level the probationer has attained by how much time he/she has been in the IPS Program. From the start date to the end of the third month, a case will be considered a Phase I case. The minimum contact standards

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for that phase level will be maintained. Beginning with the fourth month until the end of the ninth month, that case will be reported in Phase II, and the minimum contact standards will be maintained consistent with that level. From the beginning of the tenth month until the end of the twelfth month, the probationer will be in Phase III. Again, minimum contact standards for that level will be maintained.

Should an IPS Unit deem it appropriate to increase contact standard expectations on a probationer as a means of internal discipline, they will only be held accountable for those standards of the phase level where the probationer currently is at in the IPS Program. The phase levels of the probationer will remain constant with the length of time in the IPS Program. In the event the court should sentence a probationer to the IPS Program for longer than twelve (12) months or extends the period of supervision longer than twelve (12) months, from the end of the twelfth month to final discharge, the IPS Unit will only be accountable for the minimum contact standards of Phase III.

ADULT FORMS

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 01 ADULT OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

.03 PHASE III (Tenth to Twelfth Month)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least two (2) times during each seven (7) day time period during Phase III.
- B. One (1) office visit is to be scheduled during each fourteen (14) day time period in Phase III. Topics to be discussed during the office visit would be consistent with those delineated in Section 02.01.103.01 I. of this manual.
- C. The office visit shall constitute a face-to-face contact for compliance with Section 02.01.103.03 I. of this manual.

II. Curfew

- A. Curfews during Phase III shall be established at the discretion of the IPS Unit.

III. Employment Verification

- A. Verification of employment in Phase III shall be consistent with Section 02.01.103.01 III. in this manual, while face-to-face contact will be counted toward compliance with Section 02.01.103.03 I. in this manual.
- B. Exemptions to employment shall remain consistent with Section 02.01.103.01 IV. in this manual.

IV. Employment Seeking

- A. Employment searches shall be conducted consistent with Section 02.01.103.01 V. of this manual.

V. Criminal Record Check

- A. Local criminal record checks in Phase III shall be completed in a time frame consistent with Section 02.01.103.01 VI. in this manual.

VI. Public Service Work

- A. If the required one hundred thirty (130) hours of public service work have not been completed by attainment of Phase III, the probationer shall be required to complete all uncompleted public service work hours before a successful discharge from the IPS Program can be granted.
- B. Exemptions to public service work requirements remain consistent with those found in Section 02.01.103.01 IV. of this manual.
- C. Any face-to-face contact with the probationer by the IPS Unit at a public service work site shall be counted toward compliance with Section 02.01.103.03 I. in this manual.

VII. Law Enforcement Notification

- A. Law enforcement notification in Phase III shall remain consistent with Section 02.01.103.01 VIII. in this manual.

DISCUSSION:

Contact standards are further reduced in Phase III in all areas except employment verifications, criminal record checks, public service work expectations, and local law enforcement notification. A good practice to follow would be gradual reduction of contacts over time. An immediate change in the number of contacts from Phase II to Phase III could have negative effects on the probationer's performance. The same is true of curfew hours, which are set at the discretion of the IPS Unit as they deem appropriate.

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
MONTHLY REPORT - ADULT

(IPS-A-01)

Instructions

The Intensive Probation Supervision Monthly Report is to be completed by the fifteenth of each month for the proceeding month and submitted to the appropriate Division Field Coordinator for the IPS Unit. The following instructions explain how to complete the form. Should the need for clarification arise on a case in any category or section, contact your Field Coordinator before completing the form for submission.

Whenever the "Other" category is used for a case in any of the sections, the specific circumstances or status of the case shall be explained on the back of the form. Use the section - category notations B. 4), C. 3), E.5), E.7), E.8), E.10) and F.8) as applicable to the case to identify which "Other" category is being explained. Should more than one case be entered as an "Other" case during a report month, each case's circumstance or status would be explained.

A. ACTIVE CASELOAD

In completing this section of the report, a representative distribution of the local active IPS caseload is presented. Each category of this section is explained below.

The phase columns of this section are reflective of the phase level of the cases in each category of this section. Phase II and Phase III columns in categories A.2), A.3), and A.4) are not applicable and are so labeled, N/A. In preparing this report, add categories A.2), A.3), and A.4) then subtract category A.5) from this total. The resulting numbers in each phase column of category A.6) should be reflective of the departments' actively supervised caseload at the end of the month.

The "Total" column is completed by adding across each of the phase level columns in the categories. By adding categories A.1), A.2), A.3), and A.4) and subtracting category A.5) from this sum, the number of cases in the "Total" column of category A.6) should equal the number of cases in the departments' actively supervised caseload.

1) Number of Cases Beginning of Month:

The departments' active caseload at the beginning of the report month are the same as the previous monthly report's "End of Month Caseload Distribution" category, A.7).

2) Cases Added Favorably Screened:

The number of cases which entered the actively supervised caseload with a favorable screening recommendation.
Cases entering the IPS Program shall be in Phase I.

3) Cases Added Unfavorable Screened:

The number of cases which entered the actively supervised caseload with a recommendation against admittance. Cases entering the IPS Program shall be in Phase I.

4) Cases Added Without Screening:

The number of cases which entered the actively supervised caseload without a previous screening by the department. Cases entering the IPS Program shall be in Phase I.

5) Cases Dropped During Month:

The number of cases which were dropped from the actively supervised caseload are entered in this category. The total number of dropped cases entered in the "Total" column would equal the "Total Inactive" category of the "INACTIVE CASELOAD" section, C.5), added to the "Total All Discharges" category in the "CASE DISPOSITIONS" section, E.11).

6) Totals:

This category allows for a mathematical check of new cases and discharged cases against the caseload at the beginning of the report month. Adding the phase level columns across this category should reflect in the "Totals" column the total active caseload at the end of the report month.

7) End of Month Caseload Distribution:

The IPS Unit shall enter in each phase level column the actual number of cases in each phase of the IPS Program as of the last day of the report month. Do not include this category when adding down the phase level columns of this section. The only mathematical process in this category is to add across the three phase level columns. The number in the "Totals" column of this category should equal the number of active cases at the end of the report month.

B. INACTIVE CASELOAD

During a month cases may be removed from actively supervised status for several reasons, but not entirely discharged from the IPS Program. The categories of this section allow for those cased to be dropped in Section A.5) until their permanent status can be determined. If a case returns to the active caseload, that case will be entered in the same category that it originally entered IPS, i.e., A.2), A.3), or A.4). When a case is discharged entirely from the caseload, that discharge shall be reflected in section E.

1) Warrant Status/Absconder:

The number of cases for which a warrant was issued and are no longer actively supervised, but are not yet discharged from the caseload. Re-entry to active supervision, if it occurs, shall be in the category they originally entered the IPS Program.

2) Treatment Status:

The number of cases which entered a residential treatment program after active supervision begins. They are not being actively supervised as a result of the treatment program, however, their return to active supervision in IPS is anticipated. Re-entry to active supervision, if it occurs, shall be in the category they originally entered the IPS Program.

3) Jail:

The number of cases which leave active supervision status to serve a term of local imprisonment. Active supervision is suspended until the cases return to the caseload. Re-entry to active supervision shall be in the category they originally entered the IPS program.

4) Other:

The number of cases which are not applicable to one of the first three categories of this section shall be entered in this category. The cases must be anticipated to return to the active caseload to be entered in this category. Re-entry to active supervision shall be in the category they originally entered the IPS program.

5) Total:

The number of cases from the four previous categories in this section are tabulated and their sum total is entered in this category.

C. CASES PENDING ACTIVE CASELOAD

Cases entered in this section have received a sentence to the IPS Program but are undergoing an additional condition of sentencing prior to the actual start date for entering the IPS Program. These cases may be carried in the appropriate category of this section for several months. They would move from this section to the "ACTIVE CASELOAD" section in the month they start the IPS Program in the appropriate categories of A.2), A.3), or A.4).

1) Jail:

The number of cases which have been sentenced to and are serving a period of imprisonment prior to beginning the IPS Program. They would continue to be entered in this category for the duration of the imprisonment until the month they are added to the "ACTIVE CASELOAD" section in the appropriate category

2) Res. Treatment Prog. (Residential Treatment Program):

The number of cases which enter a residential treatment program prior to beginning the IPS Program. These are not being seen per established contact standards for active cases. When these cases complete the residential treatment program and start the IPS Program, they shall be entered in the "ACTIVE CASELOAD" section in the appropriate category. Should a case be in a local residential treatment program and supervised per established contact standards, it would be entered in the "ACTIVE CASELOAD" section in the appropriate category.

3) Other:

The number of cases which are not applicable to one of the first two categories of this section shall be entered in this category. These cases must be anticipated to start the IPS Program to be entered in this category. When these cases begin the IPS Program, they shall be entered in the "ACTIVE CASELOAD" section in the appropriate category.

4) Total Pending Active:

The number of cases from the three previous categories in this section are tabulated and their sum total is entered in this category.

D. CASES SCREENED DURING MONTH

The cases entered in this section of the report are those cases which have had a screening completed by the IPS Unit. Cases pending a sentencing hearing that were deemed inappropriate for screening shall not be entered in this section.

1) Favorably Screened:

The number of cases which have had screenings completed during the report month with a "favorable to the program" recommendation for the IPS Program by the IPS Unit.

2) Unfavorably Screened:

The number of cases which have had screenings completed during the report month with an "unfavorable to the program" recommendation for the IPS Program by the IPS Unit.

3) Total Screened:

The number of cases from the two previous categories in this section are tabulated and their sum total is entered in this category.

E. CASE DISPOSITIONS

The categories in this section reflect the various ways in which cases are removed from the IPS Program. A case removed from the "ACTIVE CASELOAD" section in category A.5) will be entered in one of the categories of this section, unless it was entered in one of the categories of the "INACTIVE CASELOAD" section.

Do Not make dual entries in this section and the "INACTIVE CASELOAD" section. A case must be in only one of the sections.

1) Transferred to Regular Probation:

The number of cases which were transferred to regular probation supervision to complete their sentence after completing the IPS Program are entered in this category. Any case revoked for a technical violation or a new offense and then not committed to IDOC shall not be entered in this category. It would be entered in category E.5) or E.7).

2) Discharged Without Transfer:

The number of cases which were discharged completely from probation supervision by the court following successful completion of the IPS Program are entered in this category. Any case revoked for technical violations or new offenses and not committed to IDOC shall not be entered in this category. It shall be entered in category E.5) or E.7).

3) Subtotal All Successful Discharges:

The number of cases in categories E.1) and E.2) are tabulated and their sum total shall be entered in this category.

4) Technical Violation - IDOC:

The number of cases which were revoked solely as a result of a technical violation(s) and committed to the Illinois Department of Corrections.

5) Technical Violation - Other:

The number of cases which were revoked solely as a result of a technical violation(s) and subsequently sentenced to an alternative disposition other than commitment to the Illinois Department of Corrections.

6) New Offense Rev. - IDOC:

The number of cases which were revoked solely as a result of a new offense(s) and subsequently committed to the Illinois Department of Corrections.

7) New Offense Rev. - Other (New Offense Revocation - Other):

The number of cases which were revoked solely as a result of a new offense(s) and subsequently sentenced to an alternative disposition other than commitment to the Illinois Department of Corrections.

8) Other Unsuccessful Discharges:

The cases which are not appropriate for categories E.4), E.5), E.6), or E.7) shall be entered in this category.

9) Subtotal All Unsuccessful Discharges:

The number of cases in categories E.4), E.5), E.6), F.7), and F.8) are tabulated and their sum total entered in this category.

10) Neutral Termination:

The number of cases which are discharged from the IPS Program in a manner that cannot be categorized as successfully or unsuccessfully discharged are entered in this category.

Example: A case in which death occurs or a lengthy absence which causes case discharge should be entered in this category.

11) Total All Discharges:

The number of cases in categories E.3), E.9), and E.10) are tabulated and their sum total entered in this category. The resulting sum total of this category added to the total in category B.5) should equal the number contained in the total column of category A.5).

F. CASE PLAN ASSIGNMENTS

The first part of this section reports the number of cases which are receiving primary program services in either Education/Training or Employment. Education/Training programs are intended to improve the educational level of the probationers or improve their vocational skills. If these types of services are needed to upgrade the employability of the probationer, then the preparer of the report shall consider the case as belonging in this category.

Employment services would be defined as a full or part time job. Should maintenance of full or part time employment be of higher importance than Education/Training services, the preparer of the report shall consider the case as belonging in this category, even though the probationer may also be employed.

Inactive is reserved for those cases which are neither in an Education/Training type of program or employed on a full or part time basis. While a case may receive other support services and not be employed or in an Education/Training type of program, the case would still be considered to be an Inactive case for this category in the section.

Primary Services:

1) Education/Training:

The number of cases which are involved solely or principally in programs or services that improve the employability of the case are entered in this category. Disregard any support services or programs the case may also be receiving.

2) Employment:

The number of cases which are involved solely or principally in full or part time employment are entered in this category. Disregard any support services or programs the case may also be receiving.

3) Inactive:

The number of cases which are neither in education/training nor employed on a full or part time basis are entered in this category. Disregard any support services or programs the case may also be receiving.

4) Total Primary Serv. (Total Primary Services):

The number of cases in categories F.1), F.2), and F.3) are tabulated and their sum total entered in this category. The resulting sum total of this category should equal the total column of category A.7).

The second part of this section reports the number of cases which are receiving support services. The various categories are more clearly defined in the following categorical definitions. The difference between support services and primary services is the manner in which cases are entered in the categories. While a case entered in one of the first three categories of the section may be entered in either of the other two categories, a case may be entered in as many support services categories as are applicable for that case.

Support Services:

5) Mental Health:

The number of cases which are obtaining any mental or emotional services or programs are entered in this category.

Examples: Any case receiving personal counseling, marriage counseling, or psychological/psychiatric evaluations.

6) Substance Abuse:

The number of cases which are obtaining alcohol or drug counseling, treatment, or therapy would be entered in this category.

Examples: Any case involved in A.A., an abuse, group or individual drug counseling, or short-term detoxification.

7) Open Category:

The number of cases involved in specific programs or services in the local area for which the IPS Unit intends to determine usage levels may be entered in this category. The local IPS Unit is encouraged to use this category to specifically analyze usage rates for whatever program or services it deems important. Should a case be involved in an education/training program or service entered under category F.1), the case may also be entered in this category, and named by the IPS Unit.

8) Other (explain on back)

The number of cases during the report month which are not entered in categories F.5), F.6), or F.7).

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
MONTHLY REPORT - ADULT

CIRCUIT _____ COUNTY _____ PREPARER _____ MONTH/YEAR _____

A. ACTIVE CASELOAD

Phase I + Phase II + Phase III = Totals

1) Number of Cases Beginning of Month	_____	_____	_____	_____
2) Cases Added Favorably Screened	_____	N/A	N/A	_____
3) Cases Added Unfavorably Screened	_____	N/A	N/A	_____
4) Cases Added Without Screening	_____	N/A	N/A	_____
5) Cases Dropped During Month	_____	_____	_____	_____
6) Totals	_____	_____	_____	_____
7) End of Month Caseload Distribution	_____	_____	_____	_____

E. CASE DISPOSITIONS

1) Transferred to Regular Probation	_____
2) Discharged Without Transfer	_____
3) Subtotal All Successful Discharges	_____
4) Technical Violation - IDOC	_____
5) Technical Violation - Other (explain on back)	_____
6) New Offense Rev. - IDOC	_____
7) New Offense Rev. - Other (explain on back)	_____
8) Other Unsuccessful Discharge (explain on back)	_____
9) Subtotal All Unsuccessful Discharges	_____
10) Neutral Termination (explain on back)	_____
11) Total All Discharges	_____

F. CASE PLAN ASSIGNMENTS

* <u>Primary Services</u> *	
1) Education/Training	_____
2) Employment	_____
3) Inactive	_____
4) Total Primary Services	_____
* <u>Support Services</u> *	
5) Mental Health	_____
6) Substance Abuse	_____
7) _____	_____
8) Other - explain on back	_____

B. INACTIVE CASELOAD

1) Warrant Status	_____
2) Treatment Status	_____
3) Jail	_____
4) Other (expl. on back)	_____
5) Total Inactive	_____

C. CASES PENDING ACTIVE CASELOAD

1) Jail	_____
2) Treatment	_____
3) Other (expl. on back)	_____
4) Total Pending Active	_____

D. CASES SCREENED DURING MONTH

1) Favorably Screened	_____
2) Unfavorably Screened	_____
3) Total Screened	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
CASE FACE SHEET - ADULT

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____

IPS START DATE: ___/___/___ CASE NUMBER: _____

NAME: _____ D.O.B.: ___/___/___ AGE: _____

ALIAS AND/OR FORMER NAME: _____

ADDRESS: _____ PHONE NO.: _____

SEX: _____ HEIGHT: _____ BUILD: _____ SKINTONE: _____

EYECOLOR: _____ HAIRCOLOR: _____ SCARS, TATTOOS, ETC.: _____

RACE: ASIAN _____ BLACK _____ AMER IND _____ HISPANIC _____ WHITE _____ OTHER _____

MARITAL STATUS: SINGLE _____ MARRIED: _____ SEPARATED _____ DIVORCED _____

EMPLOYED TIME OF OFFENSE: Y _____ N _____ TREATED MENTAL ILLNESS: Y _____ N _____

EDUCATION YEARS COMPLETED: _____

COMMITTING OFFENSE:	CLASS:	CASE NUMBER:	PLEA:
_____	_____	_____	_____
_____	_____	_____	_____

FIRST OFFENDER: Y _____ N _____ AGE 1st ARREST: _____ TASC: Y _____ N _____

INCARCERATION HISTORY: Y _____ N _____ ALCOHOL/DRUG ABUSE: Y _____ N _____

PREV. CONV.: FELONY _____ MISDEMEANOR _____ DUI _____ TRAFFIC _____

PSI: Y _____ N _____ SCREENED: Y _____ N _____ IPS RECOMMENDED: Y _____ N _____

COSTS: \$ _____ FINE: \$ _____ RESTITUTION: \$ _____

SOC. SEC. # _____ LICENSE # (STATE) _____ # _____

IFI #: _____ FBI #: _____ IR #: _____

D.O.C. ADULT #: _____ D.O.C. JUVENILE #: _____

SPOUSE: _____ ADDRESS: _____

CHILDREN: _____

MOTHER: _____ ADDRESS: _____

FATHER: _____ ADDRESS: _____

EMPLOYER: _____ ADDRESS: _____

JUDGE: _____ S.A.: _____ D.A.: _____

JAIL SENTENCE (LENGTH): _____ TREATMENT SENTENCE: _____

SENTENCING DATE: ____/____/____

CHARGE AT ARRAIGNMENT: _____ CLASS: _____

_____ CLASS: _____

_____ CLASS: _____

PREVIOUS CONVICTIONS

<u>OFFENSE</u>	<u>SENTENCE</u>	<u>DATE</u>
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

COMMENTS: _____

REPORTING OFFICER

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
SIX-MONTH PROGRESS REPORT - ADULT

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____
CASE NAME: _____ D.O.B.: ____/____/____
IPS START DATE: ____/____/____ CASE NUMBER: _____
PRESENT CASE STATUS:

- _____ ARRESTS
- _____ CURFEW VIOLATIONS
- _____ POSITIVE ALCOHOL/DRUG TESTS
- _____ INTERNAL DISCIPLINE ACTIONS
- _____ INCARCERATIONS IN COUNTY JAIL

TREATMENT/SERVICES RECEIVED ON IPS TO DATE:

- | | |
|-------------------------------------|--------------------------|
| _____ ALCOHOL | _____ EDUCATION/TRAINING |
| _____ SUBSTANCE ABUSE | _____ EMPLOYMENT |
| _____ MENTAL HEALTH | _____ WASC |
| _____ OTHER COUNSELING - INDIVIDUAL | _____ OTHER (SPECIFY): |
| _____ OTHER COUNSELING - GROUP | _____ |
| _____ NONE | _____ |

EDUCATION STATUS:

ON CASE ENTRY: _____ AT PRESENT: _____

EMPLOYMENT STATUS:

ON CASE ENTRY: _____ AT PRESENT: _____

PERFORMANCE STATUS:

RESTITUTION ORDERED: \$ _____	FINES ORDERED: \$ _____
RESTITUTION PAID: \$ _____	FINES PAID: \$ _____
RESTITUTION OWED: \$ _____	FINES OWED: \$ _____
COURT COSTS ORDERED: \$ _____	TAXES WITHHELD: \$ _____
COURT COSTS PAID: \$ _____	PSW HOURS ORDERED: _____
COURT COSTS OWED: \$ _____	PSW HOURS COMPLETED: _____

PETITIONS TO REVOKE:

<u>NUMBER OF PETITIONS</u>	<u>NEW OFFENSE</u>	<u>TECHNICAL VIOLATION</u>
REQUESTED	_____	_____
FILED	_____	_____
PROVEN	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
DISCHARGE SUMMARY - ADULT

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____

IPS START DATE: ___/___/___ IPS DISCHARGE DATE: ___/___/___ PHASE: _____

CASE NAME: _____ CASE NUMBER: _____ DOB: ___/___/___

CASE STATUS AT DISCHARGE:

_____ TRANSFERRED TO REGULAR PROBATION
_____/_____/_____ SCHEDULED DATE OF REGULAR PROBATION DISCHARGE
(REGULAR PROBATION DISCHARGE FORM ATTACHED)
_____ DISCHARGED WITHOUT TRANSFER TO REGULAR PROBATION
_____ REVOKED FOR NEW OFFENSE
OFFENSE: _____
DISPOSITION: _____
_____ REVOKED FOR TECHNICAL VIOLATION
VIOLATION: _____
DISPOSITION: _____
_____ OTHER (SPECIFY): _____

TREATMENT/SERVICES RECEIVED ON IPS:

_____ ALCOHOL	_____ EDUCATION/TRAINING
_____ SUBSTANCE ABUSE	_____ EMPLOYMENT
_____ MENTAL HEALTH	_____ TASC
_____ OTHER COUNSELING - INDIVIDUAL	_____ OTHER (SPECIFY): _____
_____ OTHER COUNSELING - GROUP	_____

EDUCATION STATUS:

ON CASE ENTRY: _____ ON CASE DISCHARGE: _____

EMPLOYMENT STATUS:

ON CASE ENTRY: _____ ON CASE DISCHARGE: _____

PERFORMANCE STATUS:

RESTITUTION ORDERED: \$ _____	FINES ORDERED: \$ _____
RESTITUTION PAID: \$ _____	FINES PAID: \$ _____
RESTITUTION OWED: \$ _____	FINES OWED: \$ _____
COURT COSTS ORDERED: \$ _____	TAXES WITHHELD: \$ _____
COURT COSTS PAID: \$ _____	PSW HOURS ORDERED: _____
COURT COSTS OWED: \$ _____	PSW HOURS COMPLETED: _____

PETITIONS TO REVOKE:

<u>NUMBER OF PETITIONS</u>	<u>NEW OFFENSE</u>	<u>TECHNICAL VIOLATION</u>
REQUESTED	_____	_____
FILED	_____	_____
PROVEN	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
 REPORT OF TERMINATION FROM REGULAR PROBATION - ADULT

_____ COUNTY _____ CIRCUIT

_____ (NAME) (____/____/____), who completed the Intensive
 (D.O.B.)

Probation Supervision Program on ____/____/____ was terminated from regular
 mo day yr
 probation as indicated below:

____/____/____ SUCCESSFUL COMPLETION
 mo day yr

____/____/____ EARLY TERMINATION
 mo day yr

EARLY TERMINATION EXPLANATION:

____/____/____ NEW OFFENSE REVOCATION
 mo day yr

SUBSEQUENT COMMITMENT:

REVOCATION CHARGES:

____/____/____ TECHNICAL REVOCATION
 mo day yr

SUBSEQUENT COMMITMENT:

REVOCATION CHARGES:

____/____/____ ALTERNATE COMMITMENT WITHOUT REVOCATION
 mo day yr

SUBSEQUENT COMMITMENT:

ALTERNATE COMMITMENT CHARGES:

____/____/____ ABSCONDED, WARRANT OUTSTANDING
 mo day yr

____/____/____ OTHER
 mo day yr

EXPLANATION:

PROBATIONER'S FINAL PAYMENT RECORD

	ORDERED	PAID-TO-DATE	BALANCE
RESTITUTION	_____	_____	_____
FINES	_____	_____	_____
COURT COST	_____	_____	_____
ATTORNEY FEES	_____	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

INITIAL CASE SUPERVISION PLAN - ADULT

_____ COUNTY

CASE NAME: _____ IPS START DATE ____/____/____ RISK SCORE _____

CASE NUMBER: _____ DATE OF PLAN ____/____/____ NEEDS SCORE _____

PROBLEM IDENTIFICATION STATEMENT:

PRIORITIZATION OF IDENTIFIED PROBLEMS:

- 1)
- 2)
- 3)
- 4)
- 5)

STATEMENT OF RATIONALE:

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

CASE SUPERVISION PLAN UPDATE - ADULT

_____ COUNTY

CASE
NAME: _____

DATE LAST
PLAN: / /

CASE
NUMBER: _____

DATE PRESENT
PLAN: / /

PROBLEM IDENTIFICATION STATEMENT:

PRIORITIZATION OF IDENTIFIED PROBLEMS:

- 1)
- 2)
- 3)
- 4)
- 5)

STATEMENT OF RATIONALE:

JUVENILE MANUAL

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

OPERATIONAL STANDARDS MANUAL - JUVENILE

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100-ADMIN.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.01 AUTHORITY

I. Illinois Revised Statutes, Chapter 38, Paragraph 204-1b.

"Basic Services" means the number of personnel determined by the Division as necessary to comply with adult and juvenile workload standards and to operate programs of intensive probation supervision, public service employment, intake services, and home detention.

II. Illinois Revised Statutes, Chapter 38, Paragraph 204-7.

The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act.

The Division may:

- (g) develop standards for a system of recordkeeping for cases and programs, gather statistics, establish a system of uniform forms, and develop research for planning of Probation Services.
- (l) where appropriate, establish programs and corresponding standards designed to generally improve the quality of probation and court services and reduce the rate of adult or juvenile offenders committed to the Department of Corrections.
- (m) establish such other standards and regulations and do all Acts necessary to carry out the intent and purpose of this Act.

III. Illinois Revised Statutes, Chapter 37, (revised 1987).

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DISCUSSION:

The authority for approving programs of intensive probation supervision is statutorily vested in the Division. That authority extends beyond the approval of such programs to include the providing of reimbursement monies for the staff to operate these programs.

Additionally, monitoring to insure they operate in a manner consistent with minimum standards is another statutorily defined role of the Division.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.02 APPLICABILITY

- I. The Division shall approve all local IPS Program sites pursuant to statutory authority.
- II. All IPS Program sites shall operate according to the minimum standards contained within this Operational Standards Manual and any subsequent revisions, however, all program sites are encouraged to exceed minimum standards whenever possible.
- III. Any Department with an approved IPS Program is required to establish and maintain policies and procedures for the day-to-day operation of their IPS Program which are consistent with, but may exceed, the minimum standards contained within this Operational Standards Manual.
- IV. This Operational Standards Manual replaces all previous standards promulgated by the Division for the IPS Program and is effective May 18, 1988, subject to further revisions as approved by the Division.

DISCUSSION:

The Division will monitor the operation of all IPS Programs to insure that minimum operational standards are maintained. All Departments which operate approved programs of intensive probation supervision must develop local manuals of policies and procedures. While minimum standards of compliance will be monitored, all IPS Program sites are encouraged to exceed minimum standards wherever and whenever possible.

These local manuals may be completed by adopting sections, language, or format of the Division manual. However, where Departments are directed to expand on specifically identified issues, Departments are expected to provide the necessary substantive language that complies with these standards. Assistance may be requested and received from the Division in order to achieve required compliance.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.03 DEFINITIONS

- I. "Division" - the Division of Probation Services of the Administrative Office of the Illinois Courts.
- II. "Assistant Director" - the Assistant Director of the Administrative Office of the Illinois Courts, Division of Probation Services.
- III. "Associate Director" - the Associate Director of the Administrative Office of the Illinois Courts, Division of Probation Services.
- IV. "IPS Program" - the Intensive Probation Supervision Program approved by the Division to function within the Department for either adult or juvenile probationers.
- V. "IPS Unit" - the designated body of officers within a local probation or court services department assigned to a program of IPS which has been approved by the Division.
- VI. "Department" - a probation or court services department that provides probation or court services and such related services as assigned to it by the circuit court or by law.
- VII. "Chief Executive Officer" - the chief administrative officer, chief probation officer, director or chief managing officer of a Department.
- VIII. "Monthly Report" - the IPS Program Monthly Report form which identifies caseload movement and case activity within each IPS Unit during the month.
- IX. "Case Face Sheet" - the IPS Program Case Face Sheet for adult and juvenile probationers in the IPS Program.
- X. "Progress Report" - the IPS Program Six-Month Progress Report form completed on all adult and juvenile probationers under active supervision at the end of six months in the IPS Program.

- XI. "Discharge Summary" - the IPS Program Discharge Summary form completed on all adult and juvenile probationers when they exit the IPS Program.
- XII. "Termination Report" - the IPS Program Report of Termination From Regular Probation form for adult and juvenile probationers which identifies when and how former IPS cases exit regular probation supervision.

DISCUSSION:

The definitional terms contained in the Administrative section is not an exhaustive terminology list. Local IPS Units are encouraged to develop their own individual definition section which builds on the terms presented in this manual. There often exists local phrases and abbreviations which are found only within that jurisdiction.

If the local policy and procedure manual is used as an in-service training tool for new staff, a detailed listing of common phrases and abbreviations would be beneficial. New staff would have ready access to an orientation resource, and the existing staff would have timely access to a reference resource.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.04 VARIANCES

- I. Variances shall be authorized by the Assistant Director or his designee(s) for cause.
- II. Variance requests shall be forwarded to the appropriate Division Field Coordinator who will review and forward with a recommendation to the Associate Director.
- III. Variance requests shall be reviewed by the Division staff prior to approval or denial of the variance request.
- IV. In instances where a timely response may be required, the IPS Unit may contact the appropriate Division Field Coordinator for verbal authorization of a variance on a temporary basis. The Department shall still be required to submit a written variance request pursuant to these standards within seven (7) days of verbal authorization.
- V. Variance requests must include:
 - A. The specific rule, standard, guideline, directive or policy (or portion thereof) for which an exemption is being sought;
 - B. A detailed justification supporting the request; and,
 - C. The period of time for which the variance is being requested.
- VI. A variance shall not be effective until approved in writing by the Division.
- VII. A copy of the approved variances shall be maintained by the Division in a file for said purposes and by the Department(s) as appropriate.

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DISCUSSION:

The application by a Department for a variance from the Division's established minimum operational standards is formalized by this sub-section. By submitting such requests in a formal manner, the Department will receive written approvals. The Division will have a means of documenting variations in the IPS Program that is consistent and verifiable. The Departments will have an approval that is contractual in nature.

Instances may arise from time to time which may require an immediate/timely approval. Departments/IPS Units may contact the appropriate Field Coordinator for verbal authority to implement a variance. These must be followed with a written request pursuant to the above standards within seven (7) days. Departments/IPS Units are to document the temporary verbal authority for the variance from these Operational Standards.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.05 REQUIRED FORMS

- I. Illinois Intensive Probation Supervision Program
 Monthly Report (IPS-J-01)
 - A. Each IPS Unit shall submit the Monthly Report form to the Division on or before the 15th day of the following month.
 - B. The Monthly Report form shall be completed consistent with the instructions for said form which are contained within this manual.
 - C. The Monthly Report form shall be submitted by the IPS Unit to the Division Field Coordinator responsible for monitoring the IPS Unit.

- II. Illinois Intensive Probation Supervision Program
 Case Face Sheet (IPS-J-02)
 - A. A Case Face Sheet shall be completed on each probationer within the first seven (7) days following the probationer's IPS Program start date.
 - B. Case Face Sheets shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Case Face Sheet unavailable when the form is completed should be so indicated by marking U/A for that item.

- III. Illinois Intensive Probation Supervision Program
 Six Month Progress Report (IPS-J-03)
 - A. The IPS Unit shall complete a Progress Report on all probationers under their active supervision which have been under supervision for six months from the probationer's IPS Program start date.

- B. Progress Reports shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Progress Report unavailable when the form is completed should be so indicated by marking U/A for that item.
- IV. Illinois Intensive Probation Supervision Program
Discharge Summary (IPS-J-04)
- A. When any IPS Program probationer is discharged from supervision in the program, the IPS Unit shall complete the Discharge Summary form.
 - B. Discharge Summary forms shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - C. Information requested on any item of the Discharge Summary form unavailable when the form is completed should be so indicated by marking U/A for that item.
- V. Illinois Intensive Probation Supervision Program
Report of Termination From Regular Probation (IPS-J-05)
- A. A Termination Report form is to be completed on all probationers who, having been transferred from the IPS Program to regular probation supervision, have been discharged from regular supervision.
 - B. The Termination Report may be completed by the IPS Unit or, per the Department's internal administrative policies, by the regular probation staff.
 - C. Termination Report forms shall be forwarded to the appropriate Division Field Coordinator within seven (7) days of their completion.
 - D. Information requested on any item of the Termination Report form unavailable when the form is completed should be so indicated by marking U/A for that item.

- E. Termination Report forms are not required on any cases which are not transferred to regular probation supervision upon completion of the IPS Program.

VI. Illinois Intensive Probation Supervision Program
Monthly Screening Log (IPS-J-07)

- A. The IPS Unit shall maintain a Monthly Screening Log of probationers referred to the IPS Unit for possible admission to the IPS Program.
- B. The format of the Monthly Screening Log shall be in a form consistent with and which provides the information requested in the sample Monthly Screening Log form provided in this manual.
- C. The Monthly Screening Log shall be maintained by the IPS Unit for periodic review by the Division staff responsible for monitoring the IPS Program.
- D. Any exceptions to the monthly screening process shall be submitted in a written request pursuant to Section 02.02.100.04 of this Juvenile Operational Standards Manual.

VII. Illinois Intensive Probation Supervision Program
Case Contact Log (IPS-J-06)

- A. The IPS Unit shall maintain a Case Contact Log that indicates the type and frequency of case contacts during a seven-day time period.
- B. The local IPS Units may develop a form different from the sample Case Contact Log, however, the items of such a local form must minimally contain the items presented in the sample form.
- C. The Case Contact Log shall be maintained by the IPS Unit for periodic review by the Division staff responsible for monitoring the IPS Program.
- D. Any exceptions to the Case Contact Log process shall be submitted in a written request pursuant to Section 02.02.100.04 of this Juvenile Operational Standards Manual.

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DISCUSSION:

The submission of the Monthly Report form in a timely manner assures that, statewide, consistent program monitoring occurs. The local IPS Units are urged to do all required paperwork on a priority basis so that the IPS Units can better monitor their internal administrative functions. Consistency and accuracy can be verified. Missing information can be obtained and incomplete or inaccurate information corrected.

During the revision process, several required forms have been altered in format. The "Case Fact Sheet" form has been retitled "Case Face Sheet". Quarterly case progress forms are being replaced by a "Six-Month Case Progress Report" form and a "Discharge Case Summary" form. Local IPS Units will now be required to maintain case contact logs for monitoring purposes in lieu of the quarterly reports. The "Monthly Screening Log" remains as does the "Termination Report from Regular Probation". If questions arise regarding how information should be entered on any of the required forms, the Division Field Coordinator for the IPS Unit should be contacted.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.06 PERSONNEL

- I. The Department shall develop job descriptions, position titles and performance evaluation instruments for each position within the IPS Unit.
- II. The job descriptions, position titles and performance evaluation instruments shall be consistent with guidelines established by the Division.
- III. The job descriptions, position titles and performance evaluation instruments shall be approved by the Division pursuant to guidelines established for compensation plans and performance evaluations.
- IV. The job descriptions, position titles and performance evaluation instruments shall be on file within the Department.
- V. Each employee within the IPS Unit shall receive a copy of the job description, position title and performance evaluation instruments of the position which they occupy. The employee shall sign an acknowledgement of receipt and understanding of these documents.
- VI. Revisions of job descriptions, position titles and performance evaluation instruments must be approved by the Division prior to being implemented by the Department.

DISCUSSION:

In an effort to allow Departments the latitude to reflect local personnel and staffing issues, the Division is no longer mandating the use of "case manager" and "surveillance officer" as the sole position titles or job descriptions of activities. The original manual provided sample job descriptions and position titles. However, a number of Departments have adapted position titles and job descriptions to their local compensation plans.

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To more properly reflect local responsibilities, the Division now requires that Departments have position titles, job descriptions and performance evaluation instruments which have been approved by the Division. The approval would be based on guidelines and standards established for compensation plans and performance appraisals. Guidelines and standards in these areas further require that the Departments maintain these on file and that employees in the respective positions sign an acknowledgement of receipt and understanding of these documents. The operational standards of the IPS Program merely restate these standards.

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SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.07 PUBLIC SERVICE WORK

- I. All IPS Program probationers are required to perform required public service work hours consistent with the Juvenile Operational Standards in the amount of sixty (60) hours.
- II. Scheduling and monitoring of public service work should be done by the IPS Unit in conjunction with the Department's program for public service work, where appropriate.
- III. An unemployed probationer may be expected to perform additional public service work as directed by the IPS Unit.
- IV. Alternative methods of crediting public service work are subject to approval by the Division in the form of a variance request by the IPS Unit/Department pursuant to Section 02.02.100.04 of the Juvenile Operational Standards Manual.

DISCUSSION:

Public service work is a keystone of the IPS Program. Previously, the IPS probationer was expected to perform a set number of hours of public service work in each phase of the program. While the total number of hours is set at sixty (60) hours, the local IPS Units are allowed the latitude to schedule these hours according to local conditions. A probationer who is employed full-time or attending vocation/education programs full-time should be allowed some flexibility in their scheduling to fulfill their public service work obligation. Limitations on available work sites is another consideration which would further hamper a probationer's ability to meet a fixed compliance schedule.

To date, there has been no ruling on the practice of assigning additional public service work hours above the sixty (60) hours of the Juvenile IPS Program. Some IPS Units assign extra hours to probationers until they become gainfully employed. Other IPS Units assign "penalty hours" to probationers who fail to perform scheduled hours or as an internal disciplinary action for violations of program rules. Until there is a definitive decision rendered in case law, local IPS Units are encouraged to continue using locally accepted practices.

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SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 100 ADMINISTRATIVE

.08 USE OF FORCE

- I. The Department shall develop policies and procedures for the IPS Unit which minimally detail:
 - A. When the use of force is allowed;
 - B. How much force is allowed; and,
 - C. A reporting and review process when force is used by an IPS Unit staff person.
- II. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- III. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address use of force, each Department must have written policy and procedure that minimally states what levels of force are accepted. Additionally, there needs to be an identified reporting process when an incident involving the use of force occurs. Finally, the Department should identify a review process when such incidents occur to investigate the circumstances of the incident.

For all IPS Units, the use of force issue would cover a physical, weaponless, probably non-lethal, incident. An example such as a struggle with a probationer or a by-stander who involves themselves in a struggle would be in this category. In those IPS Units authorized to carry firearms, the policy and procedures must include what steps are taken in cases where physical injury or death occurs, either to the probationer, a by-stander, or the IPS Unit staff involved. The Department should also obtain a legal opinion/review of these policies and procedures from their states attorney.

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.09 USE OF WEAPONS

- I. If the circuit court determines that the IPS Unit should have weapons, the Department shall have an administrative order from the chief judge of the circuit which allows the staff of the IPS Unit to carry weapons.
- II. The Department shall develop policies and procedures for the IPS Unit which minimally detail:
 - A. When a staff person of the IPS Unit may carry a weapon;
 - B. Under what circumstances a weapon may be used;
 - C. A reporting and review process when a weapon is used by an IPS staff person; and,
 - D. Pursuant to statutory authority, Chapter 85, Paragraph 516, Ill. Rev. Stat., 1985, the required training to be completed by an IPS staff person prior to receiving authorization to carry a weapon as well as annual weapons certification with documentation of said certification to be on file.
- III. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- IV. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address the use of weapons, the local Department which has received court authority to carry firearms via an administrative order must have specific policy and procedure established. Issues which must be covered by policy and procedure shall include: who may carry a firearm; when a firearm may be carried; documentation of training requirements being met; the reporting process when a firearm is drawn/discharged; and, a review process when an incident occurs.

The list of issues to be addressed in policy and procedure on use of weapons is not all inclusive. Any Department which has authority for its IPS Unit to carry weapons should obtain a legal opinion/review of these policies and procedures from their state's attorney. Certain liability issues do exist, and every attempt should be made to lessen these liabilities.

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.10 SEARCH AND SEIZURE

- I. The Department shall develop policies and procedures for the IPS Unit, approved by the Division, which minimally detail:
 - A. Under what circumstances an IPS Unit staff person may conduct searches and seizures;
 - B. What is done with evidence obtained during searches and seizures; and,
 - C. A reporting and review process when a search and/or seizure is conducted by an IPS Unit staff person.
- II. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- III. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address how search and seizure should be accomplished, each Department must have policies and procedures that include the issues identified above. The search of an IPS probationer is allowed for in the conditions of probation which place the probationer in the IPS Program. As a peace officer by statute, an IPS Unit staff person has authority to conduct searches similar to the authority of a peace officer engaged in law enforcement. That authority is limited to probationers in the IPS Program.

At the present time, there is a lack of legal opinion regarding search and seizure in the IPS Program. Questions arise concerning probable cause versus reasonable suspicion, chain of evidence, if the authority to search and seize extends to other living areas of a domicile not under the direct control of the probationer, and many more. As the IPS Program becomes more established, the legal precedents and opinions should begin to answer these questions.

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However, until legal precedence is established, each Department must develop policy and procedure to define circumstances when search and seizure is allowed, maintenance of the evidence chain, and review and reporting requirements. These policies and procedures should be referred to the local state's attorney for a legal opinion/review.

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.11 USE OF ARREST POWERS

- I. The Department shall develop policies and procedures when authority to arrest is in effect within the Department.
- II. Policies and procedures, when required, shall minimally detail:
 - A. When arrests may be made by the IPS Unit;
 - B. The specific process to be followed; and,
 - C. A reporting and review process when an arrest occurs.
- III. A copy of these policies and procedures shall be provided to each staff person within the IPS Unit.
- IV. A copy of these policies and procedures shall be on file within the Department.

DISCUSSION:

While the Division has no specific standards which address the use of arrest powers, each Department must have written policies and procedures that minimally incorporate the above issues. These policies and procedures should be submitted to the local state's attorney for a legal opinion/review. Departments which do not allow IPS Units to make arrests should state that fact in written policy.

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.12 PROGRAM DISCIPLINE

- I. The Department shall develop an internal discipline process for IPS probationers who have committed:
 - A. Technical violations of probation conditions;
 - B. Infractions of IPS Program rules; and/or,
 - C. New criminal offenses.
- II. The internal discipline process shall be in writing and available to the IPS Unit staff.
- III. Any sanctions contained within the internal discipline process should be based on a continuum from verbal/written reprimand to filing of a Petition to Revoke.

DISCUSSION:

The potential for program guideline infractions, violations of probation conditions, and the commission of new offenses is extremely great in the IPS Program. Therefore, the selection of appropriate disciplinary responses must be a major consideration for the IPS Unit. Protection of the community must be of primary concern in the selection of an appropriate disciplinary action for any infraction, violation, or new offense. The setting of discipline which fits the violation will allow the maximum opportunity for each probationer to succeed in the IPS Program while maintaining the integrity of the program. The local IPS Units must develop their own policies and procedures to provide a disciplinary process within the IPS Program.

These policies and procedures should be supported by all parties of the justice system in order to maximize the effectiveness of the program. The following examples of discipline are alternatives which range on a continuum from the least to the most severe disciplinary actions which could be taken:

- * Verbal reprimand by the IPS Unit.
- * Increased reporting requirements on the probationer.
- * Tightening of curfew hours.
- * Restriction on allowed travel.
- * Increased home visits by the IPS Unit.
- * Increased substance abuse testing.
- * Increased searches of person, residence, and personal property.
- * Use of home confinement on weekends.
- * Petition filed to modify probation conditions.
- * Petition filed to revoke probation with commitment to the Illinois Department of Corrections.

In the development of internal discipline policies and procedures, the IPS Unit should carefully weigh the type of infraction against such a continuum of disciplinary actions. It would be inappropriate to file a petition to revoke or modify conditions for a first violation of curfew. By the same process, a restricted curfew would appear to be an inappropriate response to a new offense arrest.

The IPS Units are recommended to discuss this issue in depth with the Chief Executive Officer, the state's attorney, defense attorneys, and most importantly, the courts. From such a discussion, acceptable parameters of internal discipline can be determined on a local level. The overall case supervision process will function more smoothly when all parties, including the probationer, understand the parameters of acceptable behavior and the consequences for infractions.

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.13 UNIT STAFF MEETINGS

- I. The IPS Unit shall establish a regularly scheduled time for all staff to attend a meeting to review issues pertinent to the operation of the IPS Program.
- II. IPS Unit staff meetings shall minimally be scheduled on a monthly basis.
- III. Various topics may be addressed at staff meetings, however, topics to be placed regularly on the agenda are:
 - A. Case management and supervision strategies;
 - B. Changes in policy or procedure of the IPS Program;
 - C. Issues within the Department which have any bearing on the IPS Unit;
 - D. Staff duty schedules; and,
 - E. Resource development and coordination issues.
- IV. A schedule and record of unit staff meetings shall be made and maintained by the Department, available for inspection.

DISCUSSION:

Regularly scheduled unit staff meetings are a key component to insure intra-unit communication. While the Operational Standards require monthly staff meetings, IPS Units are encouraged to schedule staff meetings as needed. The level of frequency helps to develop a feeling of teamwork, promotes communication outside staff meetings, improves the efficiency and effectiveness of IPS Units, and assures information sharing will occur.

Five (5) basic agenda topics are required by the Operational Standards, however, IPS Units should not limit discussion to these topics. Other information basic to proper case management could be

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relayed. Training needs could be discussed. Case management issues on individual probationers could be reviewed and improvements identified.

The scheduling of staff meetings for the IPS Unit would probably work best at shift changes. However, some IPS Units may wish to establish set dates and times apart from shift changes. Attendance should be considered mandatory unless excused for reasons such as vacation, illness, or training.

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.14 LOG NOTES/DOCUMENTATION

- I. The IPS Unit shall maintain a means of documenting the substance and results of case contacts.
- II. Log notes shall minimally identify: date of contact; time of contact; type of contact; substance of what occurred during the contact; and, the initials of the IPS Unit staff who entered the case contact.
- III. Case contacts include those with the probationer, and with people other than the probationer concerning the probationer.
- IV. The case documentation shall be readily available to all members of the IPS Unit at all times.

DISCUSSION:

A means of documenting the substance and results of case contacts is essential to effective case management. The local IPS Unit may refer to this case documentation by a number of different names: case notes; field notes; log notes; or, case logs. For the purpose of discussion in this manual, they will be referred to as log notes.

Log notes may be located in individual case files or in a notebook. The method of maintenance is up to the IPS Unit. They must be available to all staff and log note entries need to be made in a timely manner in order to be meaningful. Same day entries are encouraged whenever possible, however, no longer than a twenty-four hour time lapse should occur between case contact and case contact documentation.

The format log notes will take may vary with each IPS Unit. They should be clear and legible. A sample "Case Contact" form has been supplied in this manual, however, IPS Units are free to develop a format with which they feel comfortable, as long as it meets required standards of documentation and is maintained in a timely manner.

101-SCREEN.

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SUBJECT: 101 SCREENING

.01 CRITERIA

- I. The Department shall establish local policies and procedures which detail criteria of eligibility for acceptance in the IPS Program.
- II. Policies and procedures shall minimally contain the following criteria but may contain additional criteria at the discretion of the IPS Unit.
 - A. The delinquent/minor respondent is before the court for an offense(s) which does (do) not require mandatory transfer to adult court.
 - B. The delinquency petition before the court is for a felony offense had the juvenile been charged as an adult.
 - C. The delinquent/minor respondent has signed an acknowledgement of the IPS Program conditions and indicated a willingness to comply with those conditions.
 - D. The parent/guardian/custodian of the delinquent/minor respondent has signed an acknowledgement of the IPS Program conditions and indicated a willingness to comply with those conditions.
 - E. The delinquent/minor respondent is a resident of the county wherein the approved IPS Program currently operates.

DISCUSSION:

The delinquents/minor respondents who are referred to the IPS Program must be potential candidates for commitment to the IDOC, Juvenile Division, in order to be consistent with the main goal of the IPS Program. That goal is to divert juveniles from

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incarceration and thereby reduce the commitment rate for the affected county having an approved IPS Program. In an effort to achieve that goal, the minimum criteria have been established above. The Departments are encouraged to expand on these minimum criteria with any additional criteria relevant to the Departments.

Any delinquent/minor respondent who is before the court for an offense mandating transfer to adult court would be inappropriate for the Juvenile IPS Program. In addition, misdemeanor offenses should not be suitable grounds for commitment to the IDOC, Juvenile Division. Residency within the county must be present for the IPS Unit to effectively supervise the case. Finally, the stated understanding of and acknowledgement of a willingness to comply with the conditions of the IPS Program by the delinquent/minor respondent and the parent/guardian/custodian are critical to the successful completion of the IPS Program.

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.02 REFERRAL

- I. The Department shall establish local policies and procedures which identify the referral process that is to be followed.
- II. Local policies and procedures shall minimally indicate the following information:
 - A. The exact referral sources for which the IPS Unit will accept cases for screening.
 - B. How the IPS Unit will be notified of a potential case for the IPS Program.
 - C. Who within the IPS Unit will be responsible for receipt of referrals.

DISCUSSION:

The Division recognizes that local practice in the jurisdictions vary from location to location regarding where cases come from to the IPS Unit for screening. In an effort to ensure that local practice is properly adhered to, the Department is required to identify in writing that practice.

Sources of referral may be from the court directly, from the state's attorney, from the defense attorney, or all of these sources. Policies and procedures will identify who these sources are, how those referrals reach the IPS Unit, and who within the IPS Unit shall be responsible for receipt of referrals. If all of the above individuals refer to the IPS Unit, so identify that fact. The manner in which a referral is transmitted must be indicated. One individual in the IPS Unit may be designated to receive referrals or all staff may be so designated. Whoever it is shall be identified in the policies and procedures.

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.03 PROCESS

- I. The Department shall establish local policies and procedures which specifically detail the screening process used by the IPS Unit in determining acceptability to the IPS Program.
- II. Local policies and procedures shall minimally contain:
 - A. Who is responsible for reviewing the eligibility of a potential delinquent/minor respondent.
 - B. An interview of the delinquent/minor respondent.
 - C. An interview of the parent/guardian/custodian of the delinquent/minor respondent.
 - D. The review of the criminal history of the delinquent/minor respondent.
 - E. The timeframe within which the screening process shall be completed.
 - F. The submission of a written assessment of the delinquent's/minor respondent's suitability for the IPS Program and stated rationale, approved by the supervisor of the IPS Unit or that person's designee.

DISCUSSION:

Previously, the IPS Program had three (3) identified screening processes for potential candidates. Over time these screening processes (Direct Sentencing, Plea Negotiation, Direct Commitment) have become less distinct as local practices dictated change. This has resulted in a number of variations in the screening process. The Division now requires that each Department develop local policies and procedures which identify local practice. Included in these policies and procedures must be certain minimal functions identified by the Division.

Indicating who within the IPS Unit is responsible for the screening process may mean only one specified individual, the whole IPS Unit staff, or someone else entirely. This decision is left to the discretion of the Departments. As previously stated, it is imperative that the potential candidate be interviewed and indicate a willingness to participate. The parent/guardian/custodian of a delinquent/ minor respondent must also be interviewed as they will be highly involved in the success or failure of the case.

Reviews of delinquent history are essential to ensure that the potential candidate is a valid case for diversion from commitment. Accountability is attained when any process is placed in a measurable timeframe. Finally, there must be documentation of the potential candidate's suitability for the program and why this is so. Having supervisory approval insures this aspect is accomplished.

The screening of a potential candidate may be completed in a short time period of three (3) to five (5) days. The same process may take up to as long as thirty (30) days. Length of time involved is dependent on how much verified information is available to the IPS Unit when notified of a potential candidate to be screened.

The IPS Unit must interview the parent/guardian/custodian with whom the potential candidate may reside while in the IPS Program. They need to be aware of the conditions of the program and how these conditions may impact on them. By doing this interview at the residence, the IPS Unit will be able to see the living environment the potential candidate will be experiencing and verifying residence within the county.

In those instances where a social history report has not been completed, the IPS Unit should obtain a complete history of delinquency. Any information which is found to be contradictory to previously obtained information, or any new information, should be discussed with the potential candidate.

Should the delinquency history of a potential candidate indicate a prior history of violent or assaultive offenses which have not already excluded the potential candidate from the IPS Program, then a more extensive review of these offenses should occur. The nature of the offense(s), the extent of the potential candidate's involvement, nature of any injuries, and weapons involved are all factors the IPS Unit should consider. Besides an interview with the potential candidate, police reports and interviews with victims and witnesses may be helpful in determining if the potential candidate presents a danger to public safety.

Any reports available on prior commitments and periods of parole or probation supervision would be reviewed to determine the success or lack thereof which was achieved. A case that has been revoked while on regular probation supervision and is now awaiting disposition, with IPS as an alternative, would be a very good prospective candidate.

Finally, the IPS Unit could discuss the case with both the state's attorney and the defense attorney. By doing so, the IPS Unit establishes a strong working relationship with two of the main participants of the juvenile court process. These interviews also assure the IPS Unit of few surprises at the dispositional hearing. By knowing in advance the position these participants are going to have regarding the IPS Program, the IPS Unit can better assess the potential candidate's likelihood of success.

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.04 DIRECT COMMITMENT

- I. The referral process for a direct commitment case differs in that the IPS Unit must check with the local circuit clerk of the jurisdiction on a daily basis to determine if juvenile delinquents have been sentenced to the Illinois Department of Corrections for probationable offenses.
- II. Upon determining which juveniles have been committed, the IPS Unit will interview each adjudicated delinquent within two (2) days of their being committed in order to determine if the offender has:
 - A. An expressed willingness to participate in the IPS Program;
 - B. An established residence within the local jurisdiction; and,
 - C. Few if any violent or assaultive offenses in his/her history of delinquency.
- III. A recommendation for placement in the IPS Program shall be forwarded, in writing, to the judge, state's attorney, and defense attorney within five (5) days of the commitment date.
- IV. The IPS Unit shall notify the local sheriff's department of those individuals it has reviewed and recommended for placement in the IPS Program and those which the sheriff's department may process for transportation to the Illinois Department of Corrections.
- V. The local IPS Unit should institute a procedure of staying the issuance of mittimus for potential IPS candidates that is:
 - A. Acceptable to the court;
 - B. Acceptable to the local sheriff's department; and,
 - C. Of long enough duration to allow a reasonable time for screening by the IPS Unit.

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DISCUSSION:

The most preferred means of case referral/screening to the IPS Program is Direct Commitment. A case is committed to the Illinois Department of Corrections (IDOC). If the case is an adjudicated delinquent, a stay of mittimus is entered which delays the potential candidate's transfer to IDOC. The IPS Unit is notified and screens the case for eligibility.

If a case is determined to be unacceptable, the mittimus is withdrawn. For cases the IPS Unit determines to be eligible, the court of disposition is so notified. The court may then decide to set the case for rehearing or rescind the stay of mittimus and allow the original disposition to stand. Regardless of the final decision, the fact that a commitment to the Illinois Department of Corrections was entered insures the integrity of the IPS Program. Any case which enters the IPS Program under Direct Commitment could be viewed as being diverted from the Illinois Department of Corrections.

Direct Commitment has been retained as a means of referral/screening as an alternate method. While this is not used at this time, an IPS Unit may wish to adopt this referral/screening process in the future. If so, the standards are in place to be implemented. No IPS Unit is required to comply with these standards if they are not currently practicing Direct Commitment as a referral/screening process.

102-INTAKE

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SUBJECT: 102 INTAKE

.01 CONDITIONS OF SUPERVISION

- I. The IPS Unit shall review the conditions of probation supervision and the IPS Program guidelines with the probationer and his/her parent/guardian/custodian during the initial meeting following sentencing to the IPS Program.
- II. Each condition of probation supervision shall be read in detail to the probationer and a signed acknowledgement obtained.
- III. The probationer's parent/guardian/custodian should also acknowledge understanding of the conditions of probation supervision and the IPS Program guidelines within seven (7) days of case entry to the IPS Program.

DISCUSSION:

The intake process of the IPS Program is not expected to be completed in the first day or even the first week of the supervision. The overall process would be completed in various stages beginning with the initial contact after the sentencing and ending with the completion of the initial case supervision plan.

During the initial intake interview one of the first, if not the first function performed, is reviewing the conditions of probation supervision with the probationer. These should be read in their entirety to the probationer as well as the parent/guardian/custodian with whom the probationer intends to reside. By doing so, the IPS Unit insures that all parties involved fully understand the significance of the probation sentence and the impact it will potentially have on their lives. A signed acknowledgement must be obtained from the probationer. While no such requirement exists for the parent/guardian/custodian, by doing so, their initial cooperation in the supervision process will be documented.

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In some jurisdictions, the court may impose a limited disposition of detention in the local detention facility as a condition of probation supervision. When that occurs the IPS Unit should continue to see the probationer in detention on a regular basis. At the initial visit, the conditions of probation supervision process may be completed. However, the start date for the IPS Program will be measured from the date active supervision begins in the community.

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.02 CASE FACE SHEETS

- I. The IPS Case Face Sheet (revised 5/88) shall be completed by the IPS Unit within seven (7) days of the initial meeting with the probationer.
- II. The IPS Unit shall forward a copy of the completed IPS Case Face Sheet to the appropriate Division Field Coordinator within seven (7) days of completion of the form.
- III. The IPS Unit shall retain a copy of the IPS Case Face Sheet within their case file.

DISCUSSION:

Based on the social history report information, information provided by the probationer, and any subsequent information obtained during the dispositional hearing, the IPS Unit will complete the Case Face Sheet. Careful attention should be taken to complete the Case Face Sheet in its entirety. Any unknown information could be further investigated prior to completion. A copy is placed in the case file and another is forwarded to the Division within seven (7) days of the completion of the form.

Previously this information was forwarded to the Division immediately upon completion. It will now be done within seven (7) days of form completion. The IPS Unit could hold all Case Face Sheets completed in a work week and mail them every Friday or on a designated day of the week established by the IPS Unit.

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SUBSECTION: 01 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 102 INTAKE

.03 PHOTOGRAPHS

- I. The IPS Unit shall obtain a current photograph of each probationer in the IPS Program.
- II. The photograph of the probationer shall be maintained within the IPS case file or other accessible location within the IPS Unit.

DISCUSSION:

All probationers in the IPS Program must be photographed and have that photograph placed in the case file or other accessible location within the IPS Unit. These photographs may be obtained by the IPS Unit with their own camera or from the local law enforcement agency that takes "mug shots". They are for identification purposes and would be obtained as soon after the initial intake interview as possible, but no later than thirty (30) days after the formal start date. Should the IPS Unit rely on the probationer to provide a photograph, then a photograph taken within the preceding forty-five (45) days of the intake should be required of the probationer.

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SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 102 INTAKE

.04 CASE SUPERVISION PLANS

- I. The IPS Unit shall establish a case supervision plan for each probationer within the first thirty (30) days of active supervision.
- II. The IPS Unit may use the form presented in this manual, their own form, or a different medium, such as case notes as long as the case supervision plan format is consistent with that found in Section 02.02.102.04 III.
- III. The case supervision plan shall contain, but not be limited to:
 - A. A problem identification statement.
 - B. A prioritization of identified problems.
 - C. A statement of rationale regarding why these problems were identified and prioritized as they were by the IPS Unit.

DISCUSSION:

The development of case supervision plans is an important part of the intake process and the IPS Program as a whole. The development of good case supervision plans that are accurate, timely, and measurable is essential to a successful IPS case.

The IPS Unit should not hurry through this aspect of the intake process. The minimum standards require completion within thirty days of the IPS start date. Use of that time to get to know the probationers, their environment, and their needs assures the completion of realistic and attainable case supervision plans.

Case supervision planning and its implementation are central to the IPS Program. It is the specific identification of what is to be accomplished with and/or for the probationer during the period of supervision. However, implementation is the actual execution of the case supervision plan. Although Section 02.02.103. of the Juvenile Operational Standards Manual describes the nature and frequency of contacts under the IPS Program, that section does not specifically address the issues surrounding case supervision planning.

The standards of supervision focus on compliance issues related to conditions of probation while case supervision planning and implementation stresses the development of individual social functioning skills within the probationer. It requires the IPS Unit to obtain and maintain a thorough knowledge of the probationer's strengths and weaknesses. The knowledge is acquired through a variety of sources available to the IPS Unit. Among these sources are the social history investigation reports, prior court records, law enforcement records, prior probation/parole hearings, information obtained during the initial intake process, and observations made by the IPS Unit during the first thirty (30) days of active supervision.

Altogether, the information obtained by the IPS Unit should be sufficient to identify in objective, yet behavioral terms, what may be accomplished during supervision in the IPS Program.

General areas of concern when addressing the Problem Identification Statement of the case supervision plan should include employment, academic/vocational training, financial management, family/marital relationships, emotional stability, substance abuse, health, and use of leisure time by the probationer. Other aspects to be considered would be special conditions imposed by the sentencing court, financial conditions of the probation sentence, establishment of a stable residence, who the probationer associates with, and public service work to be completed as a requirement of the IPS Program.

The IPS Unit should consider all identified problem areas enumerated in the Problem Identification Statement when proceeding to the Prioritization of Problems. In assessing these various problems, the IPS Unit should determine which problems are impacting on the probationer's life most seriously and which need to be resolved prior to addressing other problems. It should be acknowledged that some problems which have higher priorities may not be addressable due to a lack of resources or an unwillingness by the probationer to admit that the identified problem is a problem.

In the Statement of Rationale, the IPS Unit proceeds to identify which problems it will be addressing and those it will be delaying action on or taking no action. The reasons for these decisions are to be stated. By doing so, the IPS Unit prepares a "game plan" it intends to employ in the case management of the probationer.

Once started, the IPS Unit should attempt to secure the cooperation of the probationer in the establishment of the case supervision plan. Where this is possible, there will be a greater likelihood the goals of the case supervision plan will be achieved. In cases where the probationer does not cooperate or disagrees on what needs to be accomplished during the IPS Program, more aggressive approaches will probably have to be employed by the IPS Unit.

The case supervision plan developed during the first thirty (30) days of supervision in the IPS Program should not be considered a static and unchanging "game plan". Due to the high level of case contact and the involvement the IPS Unit has in the probationers' changing lives, the IPS Unit should be aware that some needs may change or be resolved and priorities may change. In an effort to address the likelihood of these circumstances occurring, the IPS Unit will go through the case supervision plan process at the end of the sixth month of active supervision. It must be remembered that this is a tool to assist the IPS Unit in case management.

Although the IPS Unit may feel that no major changes have taken place in the probationer's case, going through the case supervision process at that time will require the IPS Unit to formally review the status of each probationer's case at the midpoint of case supervision. In most cases it will be found that some significant changes have occurred. Some cases will have minor changes that have occurred. Finally, a few cases will remain status quo, with very few changes, if any, taking place. Forms have been provided in this manual which should facilitate both the initial and updated case supervision planning process.

Equipped with a viable case supervision plan that is objective and behaviorally oriented, the IPS Unit can begin the implementation of the plan through a variety of supervision activities within the IPS Program. Such activities as direct contact with the probationer and the probationer's parent/guardian/custodian, home visits, contact with education/training agencies, curfew checks, work verification, public service work, agency referrals for services, and other behavioral monitoring provide the opportunities for the IPS Unit to monitor the probationer's overall adjustment and conduct.

The case supervision plan gives direction to what is to be accomplished with each supervision contact and purpose to each contact. It would guide supervision decisions and serve as an evaluation mechanism of the probationer's progress or lack thereof. Successful movement through the IPS Program would provide tangible evidence that the case supervision plan is being implemented and that the probationer is conforming to the conditions of probation while complying with IPS Program rules.

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The required office visits are the vehicle through which the IPS Unit may monitor the probationer's progress in dealing with the problems identified in the case supervision plan. Action Steps that were to have been completed by the probationer during the preceding week can be discussed. New Action Steps can be established for completion by the next scheduled office visit. These Action Steps would be stated in some measurable manner and entered in the case notes of the probationer.

For a substance abuse problem, an Action Step might read: "Attend all scheduled counseling sessions between this date, 7/23/88, and the next office visit on 7/30/88" or "An appointment shall be set for a drug evaluation between 7/23/88 and 7/30/88". In a case where lack of gainful employment is an identified problem, an Action Step might read: "A minimum of ten (10) job searches shall be completed between 7/23/88 and 7/30/88" or "An appointment will be made with the job counseling agency between 7/23/88 and 7/30/88".

These are individual examples. Action Steps need to be designed to address the specific probationer's problems and that probationer's abilities to address these problems. Also taken into account is the availability of needed resources to which a probationer may be referred. The IPS Unit must be aware of these factors when developing Action Steps.

The frequency of case supervision plan revisions is left to the discretion of the local IPS Unit, but must be done at the sixth month of supervision. The frequency of Action Step revisions is mandated weekly. However, IPS Units are strongly encouraged to exceed these minimum standards whenever possible.

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SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 102 INTAKE

.05 SUBSTANCE ABUSE TESTING

- I. The IPS Unit shall establish random substance abuse testing for drug groups by testing the probationer within the first thirty (30) days of active supervision.
- II. A subsequent drug test shall occur within fourteen (14) days of an initial positive test.
- III. Further drug testings may be required at the discretion of the IPS Unit if indications of inappropriate drug use are found to exist.

DISCUSSION:

Substance abuse testing remains a required component of the IPS Program. Due to legal questions and funding problems, that requirement has been reviewed on a departmental basis for variances. This practice will continue.

Probationers placed in the IPS Program have historically exhibited numerous problems with substance abuse. Dealing with these problems has become an important part of the supervision process. The random monitoring of these problems makes the probationer aware of that importance. IPS Units are to follow the Operational Standards and complete an initial screen during the first thirty (30) days of supervision. This testing provides a baseline from which to direct future supervision techniques. It also has a tendency to provide a deterrence factor.

The choice of which drugs should be tested during the initial testing is left to the discretion of the IPS Unit. Their knowledge of which drug groups are prevalent in their county would be a guide to follow. Additional indicators would be known or suspected drug use by the probationer, and any time a probationer is convicted of a drug-related offense, that drug group should be included in the initial testing.

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When a positive drug test occurs during an initial screen, that drug group shall be tested for in a subsequent test within fourteen (14) days of the initial test.

While cost factors may be prohibitive in some areas, other jurisdictions have begun the practice of assessing the probationer the cost of the testing. Still other IPS Units have an annual budget established for substance abuse testing based on estimated numbers of probationers expected during the year and the cost of each test. Testing occurs either in-house by the IPS Unit or contractually with an agency in the local community that has the capacity to do such testing.

The legal issues around substance abuse testing have not been consistently resolved. At this time, case law has not established precedence for or against substance abuse testing, either as a required condition of supervision or as evidence for probation violation of probation supervision conditions. The IPS Units must establish a process that is acceptable locally.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 102 INTAKE

.06 CASE FILES

- I. The IPS Unit shall maintain a case file on each probationer in the IPS Program.
- II. The case file shall contain materials deemed pertinent to the management of the case, but shall minimally contain the following items:
 - A. The IPS Case Face Sheet.
 - B. A photograph of the probationer.
 - C. The intake worksheet completed on the case.
 - D. A copy of the probation order and the conditions of probation and signed acknowledgements of receipt and understanding by the probationer and his/her parent/guardian/custodian.
 - E. A copy of the recent social history report completed for the dispositional hearing.
 - F. A copy of the case supervision plan and any updates of the plan which have been completed.
 - G. Copies of substance abuse test results.
 - H. The suitability report completed on the probationer.
 - I. Any progress reports submitted to the Division.
 - J. Any materials the IPS Unit deems to be appropriate.

DISCUSSION:

As a part of the intake process, the IPS Unit must develop a case file for each probationer. While each Department is allowed latitude as to the organization and structure of case files, the Division recommends that fixed clasp file folders be used if possible. Information can be organized in a consistent format that is readily available to the IPS Unit.

103-SUPV.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

G1. PHASE I (Start Date to Third Month)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least five (5) different days during each seven (7) day time period during Phase I.
- B. One (1) office visit is to be scheduled during each seven (7) day time period to discuss case supervision plan progress, program compliance issues, adherence to conditions of probation, education issues, employment or unemployment verification, criminal record check, public service work, and any other topics bearing upon the IPS Program. The substance of these discussions shall be documented in the log notes.
- C. The office visit shall constitute one (1) of the face-to-face contacts of the five (5) required during each seven (7) day time period in Phase I.
- D. A minimum of two (2) face-to-face contacts shall be made with the parent/guardian/custodian of the probationer during each seven (7) day time period. Should the probationer be present during the contact, it would constitute a face-to-face contact with each.
- E. A minimum of one (1) face-to-face contact with the appropriate educational program shall occur during each seven (7) day time period. This standard is not applicable in those instances where the probationer is not involved in an educational program.
- F. The remainder of required face-to-face contacts with the probationer would be of a type which is left to the discretion of the IPS Unit, but should be similar to the following types of contacts.
 - 1. Home visits other than during curfew hours to see the probationer.

2. Visits to the probationer at a public service work site.
3. Visits to the probationer's place of employment.
4. Visits to the probationer at an education program.
5. Additional office visits.
6. Additional curfew checks.

II. Curfew

- A. Unless otherwise approved by the court or the IPS Unit, curfew shall be from 7:00 p.m. to 7:00 a.m. during Phase I. The IPS Unit is allowed the discretion to amend curfew hours on an individual case-by-case basis as it determines necessary. Such amendments must be documented. However, curfews should be minimally in twelve (12) hour time blocks.
- B. Any departure from the established curfew hours must have the documented approval of the IPS Unit through notation in the log notes, case file, or the court's order.
- C. The IPS Unit shall conduct random curfew checks, to identify compliance by the probationer with the curfew hours, a minimum of three (3) different times within each seven (7) day time period during Phase I.
- D. Some of the required curfew checks may be completed by telephone contact or by home visit.

III. Education

- A. When a probationer is involved in any type of educational program, the IPS Unit shall have minimal face-to-face at least one (1) time in each seven (7) day time period with the education program.

- B. In the event that a probationer is not involved in a formal education program, the IPS Unit shall attempt to place the probationer in an alternative education program.
- C. Pursuant to the Illinois School Code, any probationer under sixteen (16) years of age shall be enrolled in some form of education program.

IV. Employment Verification

- A. When a probationer in the IPS Program is employed, the IPS Unit shall verify that employment at least once per each fourteen (14) day time period during Phase I.
- B. Employment verification may be accomplished by: viewing a paycheck or paycheck stub; a visit to the place of employment; or, a telephone contact with the employer, if, in the judgement of the IPS Unit, such contact is deemed appropriate.
- C. Confirmation of employment by means of a visit to the place of employment shall constitute a face-to-face contact for purposes of compliance with Section 02.02.103.01 in this manual, when the probationer is seen at his/her place of employment by the IPS Unit.

V. Employment Seeking

- A. When a probationer in the IPS Program is unemployed, the IPS Unit should verify at least once per each seven (7) day time period during Phase I that the probationer is seeking gainful employment, unless the IPS Unit has exempted the probationer and so documented the exemption.
- B. The unemployed probationer is to be required to present verification of employment search at each scheduled office visit unless otherwise instructed by the IPS Unit, disallowed by statute, or specifically exempted by court order in the conditions of probation supervision.

- C. Acceptable exemptions from this standard of supervision would be:
- 1) A disability on the part of the probationer which severely limits or prohibits employment;
 - 2) Full-time student status in an educational or vocational program; or,
 - 3) A single-parent with children, aged five (5) years or less, residing in the household.

VI. Criminal Record Check

- A. The IPS Unit shall obtain a local criminal record check on each probationer in Phase I of the IPS Program at least one (1) time per each seven (7) day time period.
- B. The criminal record check shall be documented in the case notes or the case file.

VII. Public Service Work

- A. The probationer is required to perform at least sixty (60) hours of public service work during the total period of supervision in the IPS Program.
- B. The IPS Unit shall assign the probationer to complete public service work during Phase I supervision in such amounts as the IPS Unit deems appropriate.
- C. Any face-to-face contact made by the IPS Unit with the probationer at a public service work site shall be counted toward compliance with Section 02.02.103.01 of this manual.
- D. The IPS Unit is allowed discretion to exempt a probationer from public service work pursuant to the exemptions stated in Section 02.02.103.01 V. and documents such exemption in the log notes or case file of the individual probationer so exempted.

VIII. Law Enforcement Notification

- A. A list of all probationers actively supervised by the IPS Unit shall be forwarded to local law enforcement agencies as determined by the IPS Unit.

- B. The list of IPS probationers shall be forwarded as caseload changes require.
- C. The list of IPS probationers shall minimally contain the following information:
 - 1) The probationer's name;
 - 2) The probationer's current residence; and,
 - 3) The means of contacting the IPS Unit.

DISCUSSION:

The contact standards for Phase I require a minimum of five (5) face-to-face contacts with a probationer distributed over five (5) different days during each seven (7) day time period. Additionally, the minimum standards require two (2) face-to-face contacts with the probationer's parent/guardian/custodian and one (1) face-to-face contact with the school/education program during each seven (7) day time period. Some of these contacts may occur at the same time.

A school staffing may include the parent/guardian/custodian and the probationer. In that instance, three (3) of the face-to-face contacts have been met at one time, leaving one (1) with the parent/guardian/custodian and four (4) with the probationer to be made in the remaining six (6) days.

Minimum contact standards require three (3) curfew checks at different times during each seven (7) day time period. Should two (2) of these be made on different dates by face-to-face contact and the parent/guardian/custodian seen on one (1) of these dates, there remains only two (2) face-to-face contacts with the probationer. One (1) of these will be the required office visit and the last could be of any type during the remaining three (3) days of the time period.

The IPS Unit should never establish a routine in how these standards are met or days when contacts occur. This uncertainty of contact makes it difficult for the probationer to establish patterns of contact or behavior and, therefore, a greater likelihood of compliance with existing conditions of probation supervision.

The IPS Unit should develop a case contact log which records number and type of contacts performed. This logging process may be handled in either one (1) of two (2) different manners: (1) use of the sample Case Contact Log provided in this manual (IPS-J-06); or, (2) the use/or development of a similar form by the IPS Unit.

Education issues are critical to the future success or failure of a juvenile probationer in the IPS Program. If the probationer is under sixteen (16) years of age, state law requires school attendance. Therefore, the IPS Unit must work to insure the probationer's compliance. For those beyond mandatory attendance age, the IPS Unit should seek alternative education programs if the probationer has withdrawn from formal education.

The importance of the parent's/guardian's/custodian's involvement in and commitment to the IPS Program is reflected in the minimum contact standards. Direct contact by the IPS Unit is required. These contacts can be used to verify the probationer's continued compliance with the conditions of probation supervision and the IPS Program. The IPS Unit could be a support structure for the parent/guardian/custodian.

Regarding the issue of employment, the need for a probationer to maintain existing employment or gain employment is a key to successful completion of probation supervision. As indicated previously, verification of employment status or the pressure to obtain employment are highly important aspects of the supervision process. In situations where the IPS Unit deems it to be inappropriate for contact to be made with the probationer at the place of employment or with the probationer's employer, verification of employment would have to be completed by paycheck or paycheck stub. While employment is important, the IPS Unit is allowed the discretion to determine if education is more important than employment.

During Phase I, criminal record checks may be done in any number of methods. A daily review of the local court docket is one method. Regardless of the method used, the IPS Unit must monitor criminal activity on a regular basis in an effort to assure public protection.

When the IPS Program was implemented in 1984, the amount of public service work hours was calibrated at sixty (60) hours in Phase I, forty (40) hours in Phase II, and thirty (30) hours in Phase III.

This fixed schedule of expected levels of performance is no longer required. The IPS Unit is allowed the latitude of assigning and maintaining public service work hours as it deems appropriate for each case. It is recommended that some regulated method of performance be maintained to insure that the juvenile IPS Program requirement of sixty (60) hours is completed by case discharge.

In maintaining a monthly list of probationers in the IPS Program and forwarding this list to local law enforcement agencies, the IPS Unit will increase their surveillance capability by enlisting the assistance of law enforcement personnel in their jurisdiction. Besides this benefit of added surveillance capability, the IPS Unit may receive an additional benefit. Cooperation of this type generates strong and supportive working relationships. Law enforcement agencies may be more disposed to providing assistance in other areas when needed, such areas as warrant serving, arrest, and information sharing.

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SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

.02 PHASE II (Three to Nine Months)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least three (3) different days during each seven (7) day time period during Phase II.
- B. One (1) office visit is to be scheduled during each seven (7) day time period to discuss case supervision plan progress, program compliance issues, adherence to conditions of probation, education issues, employment or unemployment verification, criminal record check, public service work, and any other topics bearing upon the IPS Program.
- C. A minimum of one (1) face-to-face contact shall be made with the parent/guardian/custodian of the probationer during each seven (7) day time period. Should the probationer be present during the contact, it would constitute a face-to-face contact with each.
- D. A minimum of one (1) face-to-face contact with the appropriate educational program shall occur during each seven (7) day time period. This standard is not applicable in those instances where the probationer is not involved in an educational program.
- E. The remainder of required face-to-face contacts with the probationer would be of a type and at the discretion of the IPS Unit, pursuant to Section 02.02.103.01 I.

II. Curfew

- A. Unless otherwise approved by the court or the IPS Unit, curfew shall be from 10:00 p.m. to 7:00 a.m. during Phase II. The IPS Unit is allowed the discretion to amend curfew hours on an individual case-by-case basis as it determines necessary. Such amendments must be documented. However, curfews should minimally be in nine (9) hour time blocks.

- B. Any departure from the established curfew hours must have the documented approval of the IPS Unit through notation in the log notes, case file, or the court's order.
- C. The IPS Unit shall conduct random checks to identify compliance by the probationer with the curfew hours, a minimum of three (3) different times during each seven (7) day time period of Phase II.
- D. Some of the required curfew checks may be completed by telephone contact or by home visit.

III. Education

- A. Contact standards for education remain at one (1) face-to-face contact.
- B. All other minimum standards for this section remain the same as those noted in Section 02.02.103.01 III. of this manual.

IV. Employment Verification

- A. The IPS Unit shall verify the gainful employment of those probationers employed at least once per each fourteen (14) day time period during Phase II.
- B. Employment verification may be accomplished by the methods detailed in Section 02.02.103.01 IV. of this manual.
- C. Confirmation of employment by seeing the probationer at the place of employment shall constitute a face-to-face contact for purposes of compliance with Section 02.02.103.02 I. of this manual.

V. Employment Seeking

- A. Should a probationer continue to be unemployed upon attaining Phase II of the IPS Program, the IPS Unit shall continue to require the probationer to conduct employment searches consistent with Section 02.02.103.01 V. of this manual.
- B. Acceptable exemptions would remain those detailed in Section 02.02.103.01 V. of this manual.

VI. Criminal Record Check

- A. The IPS Unit shall obtain a local criminal record check on each probationer in Phase II a minimum of one (1) per each seven (7) day time period.
- B. The criminal record check shall be documented in the case notes or the casefile.

VII. Public Service Work

- A. If the probationer has not completed the required sixty (60) hours of public service work prior to Phase II, the probationer will be required to continue to fulfill this requirement.
- B. The IPS Unit shall assign probationers in Phase II public service work in such amounts as the IPS Unit deems appropriate unless the requirement has been fulfilled or exemptions allowed pursuant to Section 02.02.103.01 V. of this manual.
- C. Any face-to-face contact made by the IPS Unit with the probationer at a public service work site shall be counted toward compliance with Section 02.02.103.02 I. of this manual.

VIII. Law Enforcement Notification

Law enforcement notification in Phase II shall remain consistent with Section 02.02.103.01 VIII. of this manual.

DISCUSSION:

The contact standards in Phase II are not as stringent as those in Phase I. The number of face-to-face contacts and curfew checks are less. Additionally, the curfew hours are later in the evening, however, IPS Units are recommended to gradually move to a later curfew over time in lieu of an immediate change. Criminal record checks, education contacts, public service work expectations, employment verifications, employment seeking expectations, and law enforcement notifications remain consistent with those in Phase I.

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Under the original IPS Program guidelines and standards, a probationer was moved through phase levels based on the probationer's compliance with the program standards. The probationer could be advanced in phase level or reduced to a lower phase level based on compliance with the program standards. This led to confusion as to how caseload phase levels should be reported on the Monthly Report form. It also led to some internal administrative confusion within IPS Units.

The IPS Units will now report cases based on the level the probationer has attained by how much time he/she has been in the IPS Program. From the start date to the end of the third month, a case will be considered a Phase I case. The minimum contact standards for that phase level will be maintained. Beginning with the fourth month until the end of the ninth month, that case will be reported in Phase II, and the minimum contact standards will be maintained consistent with that level. From the beginning of the tenth month until the end of the twelfth month, the probationer will be in Phase III. Again, minimum contact standards for that level will be maintained.

Should an IPS Unit deem it appropriate to increase contact standard expectations on a probationer as a means of internal discipline, they will only be held accountable for those standards of the phase level where the probationer currently is at in the IPS Program. The phase levels of the probationer will remain constant with the length of time in the IPS Program. In the event the court should sentence a probationer to the IPS Program for longer than twelve (12) months or extends the period of supervision longer than twelve (12) months, from the end of the twelfth month to discharge, the IPS Unit will only be accountable for the minimum contact standards of Phase III.

SECTION: 02 INTENSIVE PROBATION SUPERVISION
SUBSECTION: 02 JUVENILE OPERATIONAL STANDARDS
SUBJECT: 103 SUPERVISION

.03 PHASE III (Tenth to Twelfth Month)

I. Contact Standards

- A. Face-to-face contact is to be made with the probationer at least one (1) time during each seven (7) day time period during Phase III.
- B. One (1) office visit is to be scheduled during each fourteen (14) day time period in Phase III. Topics to be discussed during the office visit would be consistent with those delineated in Section 02.01.103.01 II. or Section 02.02.103.02 I. of this manual.
- C. The office visit shall constitute a face-to-face contact for compliance with Section 02.02.103.03 I. in this manual.

II. Curfew

Curfews during Phase III shall be established at the discretion of the IPS Unit, but shall be in compliance with state law regarding curfew for minors.

IV. Employment Verification

- A. Verification of employment in Phase III shall be consistent with Section 02.02.103.01 IV. and Section 02.02.103.02 IV. in this manual, with face-to-face contact counted toward compliance with Section 02.02.103.03 I. in this manual.
- B. Exemptions to employment shall remain consistent with Section 02.02.103.01 V. in this manual.

IV. Employment Seeking

Employment searches shall be conducted at the discretion of the IPS Unit, however, they should be continued on probationers who are unemployed and not involved in an education program.

V. Criminal Record Check

- A. Local criminal record checks in Phase III shall be completed in a timeframe consistent with Section 02.01.103.01 VI. in this manual.

VI. Public Service Work

- A. If the required sixty (60) hours of public service work have not been completed by attainment of Phase III, the probationer shall be required to complete all uncompleted public service work hours before a successful discharge from the IPS Program can be granted.
- B. Any face-to-face contact with the probationer by the IPS Unit at a public service work site shall be counted toward compliance with Section 02.01.103.03 I. in this manual.

VII. Law Enforcement Notification

- A. Law enforcement notification in Phase III shall remain consistent with Section 02.01.103.01 VIII. in this manual.

DISCUSSION:

Contact standards are further reduced in Phase III in all areas except employment verifications, criminal record checks, public service work expectations, and local law enforcement notification. A good practice to follow would be gradual reduction of contacts over time. An immediate change in the number of contacts from Phase II to Phase III could have negative effects on the probationer's performance. The same is true of curfew hours, which are set at the discretion of the IPS Unit as they deem appropriate.

JUVENILE FORMS

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
MONTHLY REPORT - JUVENILE

(IPS-J-01)

Instructions

The Intensive Probation Supervision Monthly Report - Juvenile is to be completed by the fifteenth of each month for the proceeding month and submitted to the appropriate Division Field Coordinator for the IPS Unit. The following instructions explain how to complete the form. Should the need for clarification arise on a case in any category or section, contact your Division Field Coordinator before completing the form for submission.

Whenever the "Other" category is used for a case in any of the sections, the specific circumstances or status of the case should be explained on the back of the form. Use the section - category notations B. 4), D. 5), D. 7), D. 8), D. 10), and E. 8) as applicable to the case to identify which "Other" category is being explained. Should more than one case be entered as an "Other" case during a report month, each case's circumstance or status would be explained.

A. ACTIVE CASELOAD

The information contained in this section of the monthly report reflects the month's beginning caseload, cases added to and leaving the IPS Program and a distribution of the caseload by phase level. Each category of this section is explained below.

The phase columns for each category identify the case distribution within that category. The Phase II and Phase III columns in categories A. 2), A. 3), and A. 4) are not applicable for data entry in those categories and are so labeled. Category A. 6) is a mathematical check category only. It does not represent actual case distribution within the phase columns. The last category in this section, A. 7), is intended to show the department's actual distribution at the end of the month, including phase level advancements which occurred during the report month.

The "Totals" column is completed by adding across the phase level columns in each of the categories. By then adding down this column, categories A. 2) A. 3), and A. 4) to category A. 1), then subtracting category A. 5) from this sum, the number in the "Totals" column shall equal the number of each phase level column added across category A. 6), "Totals". This number is the total active caseload for the IPS Unit.

The final category of this section, "End of Month Caseload Distribution", A. 7), is not included in the mathematical computations. As noted earlier, this category identifies the actual number of cases in each phase level of the IPS Program as of the last day of the month. The only mathematical computation is to add across the phase level columns of this category and enter the sum in the "Totals" column. This number should equal the number in the "Totals" column of category A. 6) if accurate computations were completed.

1) Number of Cases Beginning of Month:

The department's active caseload at the beginning of the report month is the same as the previous monthly report's "End of Month Caseload Distribution" category, A. 7).

2) Cases Added Screened Favorably:

The number of cases which entered the actively supervised caseload with a favorable screening recommendation. All cases initially entering the IPS Program shall be in Phase I.

3) Cases Added Screened Unfavorable:

The number of cases which entered the actively supervised caseload with a recommendation against admittance. All cases initially entering the IPS Program shall be in Phase I.

4) Cases Added Without Screening:

The number of cases which entered the actively supervised caseload without a previous screening by the IPS Unit. All cases initially entering the IPS Program shall be in Phase I.

5) Cases Dropped During Month:

The number of cases which were dropped from the actively supervised caseload are entered in this category. The total number of dropped cases entered in the "Total" column would equal the "Total Inactive" category of the "INACTIVE CASELOAD" section, C. 5) added to the "Total All Discharges" category in the "CASE DISPOSITIONS" section, D. 11).

6) Totals:

This category allows for a mathematical check of new cases and cases discharged from the IPS Program against the caseload at the beginning of the report month. Adding the phase level columns across this category should reflect in the "Totals" column, the total active caseload at the end of the month.

7) End of Month Caseload Distribution:

The IPS Unit shall enter in each phase level column the actual number of cases in each phase of the IPS Program as of the last day of the report month. Do Not include this category when adding down the phase level columns of this section. The only mathematical process in this category is to add across the three phase level columns. The number in the "Totals" column of this category should equal the number of active cases at the end of the report month.

B. INACTIVE CASELOAD

During a month, cases may be removed from actively supervised status for several reasons, but not entirely discharged from the IPS Program. The categories of this section allow for those cases to be dropped in Section A. 5) until their permanent status can be determined. If the case returns to the active caseload, that case would be entered in the same category that it originally entered IPS, i.e., A. 2), A. 3), or A. 4). When a case is discharged entirely from the caseload, that discharge shall be reflected in section D in the appropriate category.

1) Warrant Status/Absconder:

The number of cases for which a warrant was issued and are no longer actively supervised, but are not yet discharged from the caseload. Re-entry to active supervision, if it occurs, shall be in the category they originally entered the IPS Program.

2) Treatment Status:

The number of cases which entered a residential treatment program after active supervision begins. They are not being actively supervised as a result of the treatment program, however, their return to active supervision in IPS is anticipated. Re-entry to active supervision, if it occurs, shall be in the category they originally entered the IPS Program, A. 2), A. 3), or A. 4).

3) Detention:

The number of cases which leave active supervision status to serve a term of dispositional detention. Active supervision is suspended until the case's return to the caseload. Re-entry to active supervision shall be in the category they originally entered the IPS Program, A. 2), A. 3), or A. 4).

4) Other:

The number of cases which are not applicable to one of the first three categories of this section would be entered in this category. The cases must be anticipated to return to the active caseload to be entered in this category. Re-entry to active supervision shall be in the category they originally entered the IPS Program, A. 2), A. 3), or A. 4).

5) Total Inactive:

The number of cases from the four previous categories in this section are tabulated and their sum total is entered in this category.

C. CASES SCREENED DURING MONTH

The cases entered in this section of the report are those cases which have had a screening completed by the IPS Unit. Cases pending a dispositional hearing that were deemed inappropriate for screening shall not be entered in this section.

1) Favorably Screened:

The number of cases which have had screenings completed during the report month with a "favorable to the program" recommendation for the IPS Program by the IPS Unit.

2) Unfavorably Screened:

The number of cases which have had screenings completed during the report month with an "unfavorable to the program" recommendation for the IPS Program by the IPS Unit.

3) Total Screened:

The number of cases from the two previous categories in this section are tabulated and their sum total is entered in this category.

D. CASE DISPOSITIONS

The categories in this section reflect the various ways in which cases are removed from the IPS Program. A case removed from the "ACTIVE CASELOAD" section in category A. 5) will be entered in one of the categories of this section, unless it was entered in one of the categories of the "INACTIVE CASELOAD" section. Do Not make dual entries in this section and the "INACTIVE CASELOAD" section. A case must be in only one of the sections.

1) Transferred to Regular Probation:

The number of cases which were transferred to regular probation supervision to complete their sentence after completing the IPS Program are entered in this category. Any case revoked for a technical violation or a new offense and not committed to IDOC shall not be entered in this category. It would be entered in category D. 5) or D. 7), respectively.

2) Discharged Without Transfer:

The number of cases which were discharged completely from probation by the court following successful completion of the IPS Program are entered in this category. Any case revoked for technical violations or new offenses and not committed to IDOC shall not be entered in this category. It shall be entered in category D. 5) or D. 7).

3) Subtotal All Successful Discharges:

The number of cases in categories D. 1) and D. 2) are tabulated and their sum total shall be entered in this category.

4) Technical Violation - IDOC:

The number of cases which were revoked solely as a result of a technical violation(s) of probation conditions and committed to the Illinois Department of Corrections.

5) Technical Violation - Other:

The number of cases which were revoked solely as a result of a technical violation(s) of probation conditions and committed to the Illinois Department of Corrections.

6) New Offense Rev. - IDOC:

The number of cases which were revoked solely or primarily as a result of a new offense(s) and subsequently committed to the Illinois Department of Corrections.

7) New Offense Rev. - Other:

The number of cases which were revoked solely or primarily as a result of a new offense(s) and subsequently sentenced to an alternative disposition other than commitment to the Illinois Department of Corrections.

8) Other Unsuccessful Discharges:

The cases which are not appropriate for categories D. 4), D. 5), 6), or D. 7) shall be entered in this category.

9) Subtotal All Unsuccessful Discharges:

The number of cases in categories D. 4), D. 5), D. 6), D. 7), and D. 8) are tabulated and their sum total entered in this category.

10) Total All Discharges:

The number of cases in categories D. 3), D. 9), and D. 10) are tabulated and their sum total entered in this category. The resulting sum total of this category added to the total in category B. 5) should equal the number contained in the "Totals" column of the "ACTIVE CASELOAD" section, category A. 5).

E. CASE PLAN ASSIGNMENTS

The first part of this section reports the number of cases which are receiving primary program services in either Education/Training or Employment. Education/Training are programs intended to improve the educational level of the probationers or improve their vocational skills. If these types of services are needed to upgrade the employability of the probationer, then the preparer of the report shall consider the case as being in this category, even though the probationer may also be employed.

Employment is defined as a full or part time job. Should maintenance of full or part time employment be of higher importance than Education/Training services, the preparer of the report shall consider the case as belonging in this category even though the probationer may also be enrolled in an education or vocational training program.

Inactive is reserved for those cases which are neither in an Education/Training type of program nor employed on a full or part time basis. While a case may receive other support services and not be employed or in an Education/Training type of program, the case would still be considered to be an Inactive case for this category in the section.

Primary Services:

1) Education/Training:

The number of cases which are involved solely or principally in programs or services that improve the employability of the case entered in this category. Disregard any support services or programs the case may also be receiving for purposes of entry in this category.

2) Employment:

The number of cases which are involved solely or principally in full or part time employment are entered in this category. Disregard any support services or programs the case may also be receiving for purposes of entry in this category.

3) Inactive:

The number of cases which are neither in education/training nor employed on a full or part time basis are entered in this category. Disregard any support services or programs the case may also be receiving for purposes of entry in this category.

4) Total Primary Serv. (Total Primary Services):

The number of cases in categories E. 1), E. 2), and E. 3) are tabulated and their sum total shall be entered in this category.

The resulting sum total of this category should equal the "Totals" column of category A. 7).

Support Services:

The second part of this section reports the number of cases which are receiving support services. The various categories are more clearly defined in the following categorical definitions. The difference between support services and primary services is the manner in which cases are entered in the categories. A case entered in one of the first three categories of this section may not be entered in either of the other two categories under Primary Services. A case may be entered in as many support services categories as are applicable for that case under the Support Services part of the "CASE PLAN ASSIGNMENT" section.

5) Mental Health:

The number of cases from the active caseload which are obtaining any mental or emotional services or programs are entered in this category.

6) Substance Abuse:

The number of cases from the active caseload which are obtaining alcohol or drug counseling, treatment, or therapy would be entered in this category.

Examples: Any case receiving personal counseling, marriage counseling, or psychological/psychiatric evaluations.

7) Open Category:

The number of cases from the active caseload involved in a specific program or service in the local area for which the IPS Unit desires to determine usage levels would be entered in this category. The local IPS Unit is encouraged to use this category to specifically analyze usage rates for whatever program or service it deems important. Should a case be involved in an Education/Training program or service entered under category E. 1), the case may also be entered in this category and named by the IPS Unit.

8) UDIS (Unified Delinquency Intervention Services):

The number of cases which are being served by the UDIS program.

9) Other (explain on back):

The number of cases during the report month which are not entered in categories E. 5), E. 6), E. 7), or E. 8.

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
MONTHLY REPORT - JUVENILE

CIRCUIT _____ COUNTY _____ PREPARER _____ MONTH/YEAR _____

A. ACTIVE CASELOAD

Phase I + Phase II + Phase III = Totals

1) Number of Cases Beginning of Month	_____	_____	_____	_____
2) Cases Added Favorably Screened	_____	N/A	N/A	_____
3) Cases Added Unfavorably Screened	_____	N/A	N/A	_____
4) Cases Added Without Screening	_____	N/A	N/A	_____
5) Cases Dropped During Month	_____	_____	_____	_____
6) Totals	_____	_____	_____	_____
7) End of Month Caseload Distribution	_____	_____	_____	_____

B. INACTIVE CASELOAD

C. CASES SCREENED DURING MONTH

1) Warrant Status/Absconder	_____	1) Favorably Screened	_____
2) Treatment Status	_____	2) Unfavorably Screened	_____
3) Jail	_____	3) Total Screened	_____
4) Other (expl. on back)	_____		
5) Total Inactive	_____		

D. CASE DISPOSITIONS

1) Transferred to Regular Probation	_____
2) Discharged Without Transfer	_____
3) Subtotal All Successful Discharges	_____
4) Technical Violation - IDOC	_____
5) Technical Violation - Other (explain on back)	_____
6) New Offense Rev. - IDOC	_____
7) New Offense Rev. - Other (explain on back)	_____
8) Other Unsuccessful Discharge (explain on back)	_____
9) Subtotal All Unsuccessful Discharges	_____
10) Neutral Termination (explain on back)	_____
11) Total All Discharges	_____

E. CASE PLAN ASSIGNMENTS

* Primary Services *

1) Education/Training	_____
2) Employment	_____
3) Inactive	_____
4) Total Primary Services	_____
* <u>Support Services</u> *	
5) Mental Health	_____
6) Substance Abuse	_____
7) _____	_____
8) Other - explain on back	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
CASE FACE SHEET - JUVENILE

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____

IPS START DATE: ___/___/___ CASE NUMBER: _____

NAME: _____ D.O.B.: ___/___/___ AGE: _____

ALIAS AND/OR FORMER NAME: _____

ADDRESS: _____ PHONE NO.: _____

SEX: _____ HEIGHT: _____ BUILD: _____ SKINTONE: _____

EYECOLOR: _____ HAIRCOLOR: _____ SCARS, TATTOOS, ETC.: _____

RACE: ASIAN ___ BLACK ___ AMER IND ___ HISPANIC ___ WHITE ___ OTHER ___

EMPLOYED TIME OF OFFENSE: Y ___ N ___ TREATED MENTAL ILLNESS: Y ___ N ___

ENROLLED IN EDUCATION TIME OF OFFENSE: Y ___ N ___ YEARS COMPLETED: _____

COMMITTING OFFENSE:	CLASS:	CASE NUMBER:	PLEA:
_____	_____	_____	_____
_____	_____	_____	_____

FIRST OFFENDER: Y ___ N ___ AGE 1st ARREST: _____ UDIS: Y ___ N ___

COMMITMENT HISTORY: Y ___ N ___ IDOC #: _____ 45 DAY: Y ___ N ___

#PREV CONV: FEL ___ MISD ___ DUI ___ TRAF ___ ALC/DRUG ABUSE: Y ___ N ___

JSH: Y ___ N ___ SCREENED: Y ___ N ___ IPS RECOMMENDED: Y ___ N ___

COSTS: \$ _____ FINE: \$ _____ RESTITUTION: \$ _____

SOC. SEC. # _____ LICENSE # (STATE) _____ # _____

MOTHER: _____ ADDRESS: _____

FATHER: _____ ADDRESS: _____

(OVER)

SIBLINGS: _____

EMPLOYER: _____ ADDRESS: _____

JUDGE: _____ S.A.: _____ D.A.: _____

DETENTION (LENGTH): _____ TREATMENT LENGTH: _____

DISPOSITION DATE: ____ / ____ / ____

CHARGE(S) ON INITIAL DETENTION: _____ CLASS: _____
_____ CLASS: _____
_____ CLASS: _____

PREVIOUS ADJUDICATIONS

<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>DATE</u>
_____	_____	____ / ____ / ____
_____	_____	____ / ____ / ____
_____	_____	____ / ____ / ____

TYPES OF DETENTIONS/COMMITMENTS: _____

COMMENTS: _____

REPORTING OFFICER

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
SIX-MONTH PROGRESS REPORT - JUVENILE

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____

CASE NAME: _____ D.O.B.: ____/____/____

IPS START DATE: ____/____/____ CASE NUMBER: _____

PRESENT CASE STATUS:

- _____ ARRESTS
- _____ CURFEW VIOLATIONS
- _____ POSITIVE ALCOHOL/DRUG TESTS
- _____ INTERNAL DISCIPLINE ACTIONS
- _____ DETENTION INCIDENTS

TREATMENT/SERVICES RECEIVED ON IPS TO DATE:

- | | |
|-------------------------------------|--------------------------|
| _____ ALCOHOL | _____ EDUCATION/TRAINING |
| _____ SUBSTANCE ABUSE | _____ EMPLOYMENT |
| _____ MENTAL HEALTH | _____ UDIS |
| _____ OTHER COUNSELING - INDIVIDUAL | _____ OTHER (SPECIFY): |
| _____ OTHER COUNSELING - GROUP | _____ |
| _____ NONE | _____ |

EDUCATION STATUS:

ON CASE ENTRY: _____ AT PRESENT: _____

EMPLOYMENT STATUS:

ON CASE ENTRY: _____ AT PRESENT: _____

PERFORMANCE STATUS:

RESTITUTION ORDERED: \$ _____	FINES ORDERED: \$ _____
RESTITUTION PAID: \$ _____	FINES PAID: \$ _____
RESTITUTION OWED: \$ _____	FINES OWED: \$ _____
COURT COSTS ORDERED: \$ _____	TAXES WITHHELD: \$ _____
COURT COSTS PAID: \$ _____	PSW HOURS ORDERED: _____
COURT COSTS OWED: \$ _____	PSW HOURS COMPLETED: _____

COURT PETITIONS:

NUMBER OF PETITIONS	NEW OFFENSE	TECHNICAL VIOLATION	REVIEW/MOD.
REQUESTED	_____	_____	_____
FILED	_____	_____	_____
PROVEN	_____	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
DISCHARGE SUMMARY - JUVENILE

CIRCUIT: _____ DEPARTMENT: _____ MONTH/YEAR: _____

IPS START DATE: ___/___/___ IPS DISCHARGE DATE: ___/___/___ PHASE: _____

CASE NAME: _____ CASE NUMBER: _____ DOB: ___/___/___

CASE STATUS AT DISCHARGE:

_____ TRANSFERRED TO REGULAR PROBATION
 ___/___/___ SCHEDULED DATE OF REGULAR PROBATION DISCHARGE
 (REGULAR PROBATION DISCHARGE FORM ATTACHED)
 _____ DISCHARGED WITHOUT TRANSFER TO REGULAR PROBATION
 _____ REVOKED FOR NEW OFFENSE
 OFFENSE: _____
 DISPOSITION: _____
 _____ REVOKED FOR TECHNICAL VIOLATION
 VIOLATION: _____
 DISPOSITION: _____
 _____ OTHER (SPECIFY): _____

TREATMENT/SERVICES RECEIVED ON IPS:

_____ ALCOHOL	_____ EDUCATION/TRAINING
_____ SUBSTANCE ABUSE	_____ EMPLOYMENT
_____ MENTAL HEALTH	_____ UDIS
_____ OTHER COUNSELING - INDIVIDUAL	_____ OTHER (SPECIFY): _____
_____ OTHER COUNSELING - GROUP	

EDUCATION STATUS:

ON CASE ENTRY: _____ ON CASE DISCHARGE: _____

EMPLOYMENT STATUS:

ON CASE ENTRY: _____ ON CASE DISCHARGE: _____

PERFORMANCE STATUS:

RESTITUTION ORDERED: \$ _____	FINES ORDERED: \$ _____
RESTITUTION PAID: \$ _____	FINES PAID: \$ _____
RESTITUTION OWED: \$ _____	FINES OWED: \$ _____
COURT COSTS ORDERED: \$ _____	TAXES WITHHELD: \$ _____
COURT COSTS PAID: \$ _____	PSW HOURS ORDERED: _____
COURT COSTS OWED: \$ _____	PSW HOURS COMPLETED: _____

COURT PETITIONS:

<u>NUMBER OF PETITIONS</u>	<u>NEW OFFENSE</u>	<u>TECHNICAL VIOLATION</u>	<u>REVIEW/MOD.</u>
REQUESTED	_____	_____	_____
FILED	_____	_____	_____
PROVEN	_____	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM
 REPORT OF TERMINATION FROM REGULAR PROBATION - JUVENILE

_____ COUNTY _____ CIRCUIT

_____ (____/____/____), who completed the Intensive
 (NAME) (D.O.B.)

Probation Supervision Program on ____/____/____ was terminated from regular
 mo day yr
 probation as indicated below:

____/____/____
 mo day yr

SUCCESSFUL COMPLETION

____/____/____
 mo day yr

EARLY TERMINATION

EARLY TERMINATION EXPLANATION:

____/____/____
 mo day yr

NEW OFFENSE REVOCATION

SUBSEQUENT COMMITMENT:

REVOCATION CHARGES:

____/____/____
 mo day yr

TECHNICAL REVOCATION

SUBSEQUENT COMMITMENT:

REVOCATION CHARGES:

____/____/____
 mo day yr

ALTERNATE COMMITMENT WITHOUT REVOCATION

SUBSEQUENT COMMITMENT:

ALTERNATE COMMITMENT CHARGES:

____/____/____
 mo day yr

ABSCONDED, WARRANT OUTSTANDING

____/____/____
 mo day yr

OTHER

EXPLANATION:

PROBATIONER'S FINAL PAYMENT RECORD

	ORDERED	PAID-TO-DATE	BALANCE
RESTITUTION	_____	_____	_____
FINES	_____	_____	_____
COURT COST	_____	_____	_____

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

INITIAL CASE SUPERVISION PLAN - JUVENILE

_____ COUNTY

CASE
NAME: _____ IPS START DATE ____/____/____

CASE
NUMBER: _____ DATE OF PLAN ____/____/____

PROBLEM IDENTIFICATION STATEMENT:

PRIORITIZATION OF IDENTIFIED PROBLEMS:

- 1)
- 2)
- 3)
- 4)
- 5)

STATEMENT OF RATIONALE:

ILLINOIS INTENSIVE PROBATION SUPERVISION PROGRAM

CASE SUPERVISION PLAN UPDATE - JUVENILE

_____ COUNTY

CASE
NAME: _____

DATE LAST
PLAN: ____/____/____

CASE
NUMBER: _____

DATE PRESENT
PLAN: ____/____/____

PROBLEM IDENTIFICATION STATEMENT:

PRIORITIZATION OF IDENTIFIED PROBLEMS:

- 1)
- 2)
- 3)
- 4)
- 5)

STATEMENT OF RATIONALE:

