

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security and Control
Policy Number: 9.12 Effective date 07/25/18 (Revised) Approved By: K.A. Willis
IDOCJ Reference: 702.170(f) / 702.170(g)
Policy Subject: Management and Control of Weapons, Control Devices and Security Equipment

PURPOSE AND SCOPE

This policy will address the availability and control of weapons and security equipment.

POLICY

It is the policy of the Champaign County Juvenile Detention Center that no firearm, ammunition, Taser (electronic control devices), knife, tactical or straight baton, or other weapon will be worn or carried in the detention area of the Juvenile Detention Center. This includes law enforcement officers, probation and parole officers, and visitors. Weapons shall be stored in a secure and locked drawer, cabinet or container outside the detention area.¹

TOOLS AND CHEMICAL AGENTS

Division-approved tools and chemical agents, including oleoresin capsicum spray (OC spray) and yawari stick (kubaton), may be possessed by on-duty custody staff members who have received division authorized training and are qualified to use them.

STORAGE OF CHEMICAL AGENTS AND SECURITY EQUIPMENT

Handcuffs, leg irons, flex cuffs, and transport belts shall be kept in the file cabinet drawer located in the intake area of the detention center. OC spray, when not carried by an on duty officer, will be stored in Master Control. A set of handcuffs and leg irons may be stored in a drawer at the staff station for close proximity if needed.

¹ 20 Ill. Adm. Code 2602.140(m) (prohibition on weapons inside any section of the detention area). See also provisions meant to prevent the introduction of weapons into the detention area and to prevent juvenile detainees' access to weapons inside the secure detention area, 20 Ill. Adm. Code 2602.50(f) (search upon admission); 2602.70(d) (items adaptable for use as weapons are prohibited); 2602.140(f) (irregularly scheduled room searches); 2602.140(h) (inventorying of tools and other possible makeshift weapons).

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Detention Officers may elect to carry a set of handcuffs on their person while on duty. The handcuffs must be stored in a division authorized handcuff case which shall be attached to the officer's belt.

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Detention Officers may elect to carry a canister of OC spray on their person while on duty. The OC spray must be stored in a division authorized canister case, which shall be attached to the officer's belt.

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INVENTORY

The Superintendent shall designate one or more Assistant Superintendents to be responsible for maintaining chemical agents and security equipment, and to inventory and report the condition and availability of such equipment on a monthly basis.

At shift briefing, the supervisor of the shift will assign handcuffs and OC spray to designated officers of the shift. A log entry will be documented, showing who was issued the items and the date of issuance. At the end of the shift, the equipment will be returned to the on-duty supervisor, and a log entry will be documented indicating the return of the equipment.

The on-duty supervisor shall immediately be notified in the event that any weapon, chemical agent or security equipment is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security and Control
Policy Number: 9.13 Effective date: July 25, 2018 (Revised) Approved By: K.A. Willis
IDOCJ Reference: 702.170(f) / 702.170(g)
Policy Subject: Use of Force

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines governing application of force, limitations on the use of force, supervisor responsibilities, and reporting requirements for incidents involving the application of force on juvenile residents housed in the Champaign County Juvenile Detention Center.¹

DEFINITIONS

Officer: Sworn officer belonging to the Champaign County Juvenile Detention Center, and any person whom the Officer has summoned or directed to assist such Officer.²

Force: An Officer's effort, in performance of official duties, to compel compliance from or prevent some action on the part of a juvenile resident, by means of physical contact, either directly or through the use of equipment such as chemical agents and weapons.³

Excessive Force: The use of more force than is authorized under this policy or under the law.

Use of force team technique: The use of force team technique ordinarily involves a team of trained staff that enters the juvenile resident area in tandem, each with a specific task, to achieve immediate control of the juvenile resident.

¹ This policy relies on Illinois Administrative Rules on Discipline in a County Juvenile Detention Center, 20 Ill. Adm. Code 2602 (effective June 29, 2021), and on Illinois Administrative Rules on Security in Department of Juvenile Justice Operations, 20 Ill. Adm. Code 2501 (but note, new rules being considered, see 45 Ill. Reg. 1052 and 45 Ill. Reg. 8555). Where no specific guidance is available in the Administrative Rules, this policy relies on Illinois statutes regarding the justified use of force, 720 ILCS 5/7, and on the Unified Code of Corrections, Juvenile Procedures, 730 ILCS 5/3-10. United States Constitutional standards, such as "objectively reasonable" and "totality of the circumstances" are used to shed more light onto how to make appropriate use of force decisions.

² See generally, 720 ILCS 5/7 (repeatedly mentioning peace officers deputizing citizens); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

³ See 20 Ill. Adm. Code 2501.20(a) (Definition of "Force") & 2602.5 (Definition of "Youth"); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

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Great Bodily Harm: Bodily injury which causes a substantial risk of death, causes disfigurement, causes permanent disability, or causes protracted loss or impairment of the function of any part or organ of the body.⁴

Imminent: The present ability, opportunity, and apparent intent to immediately take an action or cause harm. Whether a threat is “imminent” depends on the *totality of the circumstances* and what a reasonable Officer in the same situation would believe. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be confronted and addressed.⁵

Totality of the Circumstances: All facts known to the Officer on the scene or that would be known to a reasonable Officer in the same situation.⁶

Reasonable Belief: The Officer’s *objectively reasonable* perception, based on the *totality of the circumstances* known to or perceived by the Officer at the time of the decision, rather than with the benefit of hindsight. The *totality of the circumstances* shall account for occasions when Officers may be forced to make quick judgments about the use of force.⁷

Objectively Reasonable: Reasonable from the perspective of a reasonable Officer facing the same *totality of the circumstances* on the scene that the Officer faced on the scene.⁸

⁴ Probation and Court Services Policy Manual, Section 14.1 – Definitions. “The term ‘great bodily harm’ is not susceptible to a precise legal definition. It turns squarely upon the extent of the harm inflicted. Great bodily harm requires harm greater or more serious than the bodily harm needed to satisfy an ordinary battery. In People v. Mays, 437 N.E.2d 633, 635-36 (Ill. 1982), our Supreme Court defined the bodily harm needed to satisfy an ordinary battery as ‘some sort of physical pain or damage to the body, like lacerations, bruises or abrasions, whether temporary or permanent.’ Because great bodily harm requires harm greater or more serious than the bodily harm needed to satisfy an ordinary battery, simple logic dictates that the [harm] must be more severe than that set out in the Mays definition. Ultimately, the issue of whether the harm inflicted upon a victim rises to the level of great bodily harm is a question for the trier of fact.”

People v. Wilson, 2021 IL App (4th) 190843-U, ¶75, 2021 Ill. App. Unpub. LEXIS 245, *36-37.

⁵ 720 ILCS 5/7-5(h)(2); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

⁶ 720 ILCS 5/7-5(h)(3); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

⁷ See 720 ILCS 5/7-5(f); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

⁸ See 720 ILCS 5/7-5(f); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions; Graham v. Connor, 490 U.S. 386, 396-397 (1989); Thompson v. City of Chicago, 472 F.3d 444, 455 (7th Cir. 1996) (“What constitutes “reasonableness” with regard to an officer’s actions . . . under the Fourth Amendment is not capable of precise definition or mechanical application but requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether he is actively resisting arrest or attempting to evade arrest by flight. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. This calculus of reasonableness must allow for the fact that police officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving about the amount of force that is necessary in a particular situation.”); see also 7th Circuit Pattern Jury Instructions 7.10 & 7.11(4).

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POLICY

It is policy of the Champaign County Juvenile Detention Center that, when the use of force is authorized, only the least force objectively reasonably necessary under the totality of the circumstances to achieve the Juvenile Detention Center's lawful functions may be employed, and only for the period of time necessary. Use of force must be used as a last resort after de-escalation and other strategies have failed.⁹

Staff will be trained in acceptable methods of physical intervention.

Officers will not use excessive force when carrying out their official duties with **juvenile residents**. The use of excessive force will result in discipline, up to and including termination and cooperation with civil authorities in the prosecution of criminal activity.

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AUTHORIZED USE OF FORCE

The least force objectively reasonably necessary under the totality of the circumstances to achieve the Juvenile Detention Center's lawful functions may be employed, only for the period of time necessary and only as a last resort, in the following situations:

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1. To protect oneself or any other person from physical assaults, injury or death.
2. To compel compliance with a lawful order given by a Juvenile Detention Officer to ensure the safety and security of the facility.
3. To protect property from unauthorized use, possession, damage or destruction.
4. To prevent escapes or attempted escapes.
5. To prevent or suppress a riot, revolt, mutiny or insurrection, or other serious disturbance.¹⁰

Prior to resorting to the use of force, staff should, when practicable, attempt verbal persuasion, orders, or other tactics to avoid or mitigate the need to use force.

Force that is likely to cause **great bodily harm** or death may be used only when an Officer **objectively reasonably** believes that such force is **the least force** necessary to prevent **imminent great bodily harm** or death to himself or any other person, and that no other reasonable means of intervention are available to prevent such **imminent death or great bodily harm**.¹¹

Commented [PML3]: Note, the Administrative Code allows deadly force to prevent escape; however the new Use of Force laws generally forbid the use of deadly force to prevent escape. Surely, the Administrative Code will be updated to reflect this (as of July 26, 2021, I see no updates to Part 2501). See 720 ILCS 5/7-9

⁹ 20 Ill. Adm. Code 2602.170(f)(1) & (f)(2); 20 Ill. Adm. Code 2501.30(a).

¹⁰ 20 Ill. Adm. Code 2501.40(a) & 2602.170(f)(1).

¹¹ 20 Ill. Adm. Code 2501.40(b)(1) & 2501.40(c)(1); see also 20 Ill. Adm. Code 2601.170(f)(1).

In an emergency situation, Officers are authorized to use any available instrument or means for self-defense or the defense of another person. The level of force used must be consistent with law and this policy. This statement does not authorize the carrying of any firearm or other weapon for duty that is not approved in this chapter.

The use of force shall not be prohibited because a detention officer is a different sex than the juvenile resident.¹²

Nothing in this policy is intended to require that force options be used in a particular order. However, the force option used must be the least force objectively reasonably necessary under the totality of the circumstances to accomplish a lawful objective, and only for the period of time necessary.

PROHIBITED USES OF FORCE

Force shall never be used as punishment or retaliation.¹³

Pressure point control and pain compliance techniques are prohibited.¹⁴

Restraining juvenile residents in a manner that restricts the airway is prohibited.¹⁵ A detention officer shall not apply any pressure to the neck or throat, under any circumstances.

FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

The totality of the circumstances standard applies when evaluating whether a Juvenile Detention Officer's particular use of force conforms to this policy and the law,

The totality of the circumstances includes but is not limited to the following factors:¹⁶

1. Immediacy and severity of the threat to detention staff or others.
2. Potential for injury to detention staff, the resident, and others.
3. The conduct of the detention staff leading up to the use of force.
4. The conduct of the individual being confronted, as reasonably perceived by the detention officer at the time.

¹² 20 Ill. Adm. Code 2602.130(a)(5).

¹³ 730 ILCS 5/3-10-8(a)(1); 20 Ill. Adm. Code 2501.20(c) & 2501.30(d); 20 Ill. Adm. Code 2602.170(e)(3).

¹⁴ 20 Ill. Adm. Code 2602.170(f)(3).

¹⁵ 20 Ill. Adm. Code 2602.170(f)(4).

¹⁶ See Graham v. Connor, 490 U.S. 386, 396 (1989) (the test of reasonableness under the Fourth Amendment is not capable of precise definition or mechanical application, however, its proper application requires careful attention to the facts and circumstances of each particular case).

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5. Detention officer/juvenile resident factors (age, size, relative strength, skill level, injuries sustained, and level of exhaustion or fatigue, the number of detention staff available vs residents).
6. The effects of drugs or alcohol.
7. The resident's mental state or capacity.
8. Proximity of weapons or dangerous improvised devices.
9. The degree to which the resident has been effectively restrained and his/her ability to resist despite being restrained.
10. The availability of other options and their possible effectiveness.
11. The seriousness of the suspected offense or reason for contact.
12. Training and experience of the detention officer.
13. Whether the resident appears to be resisting or is attacking the detention officer.
14. The risk and reasonably foreseeable consequences of escape.
15. The apparent need for immediate control of the resident or a prompt resolution of the situation to maintain or restore order.
16. Whether the conduct of the resident being confronted no longer reasonably appears to pose an imminent threat to staff or others.
17. Awareness of the resident's propensity for violence.
18. Any other exigent circumstances.

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DUTY TO RENDER MEDICAL AID

Medical screening and/or care will be conducted on any juvenile resident who has been subjected to any use of force (including the use of control devices such as Oleoresin Capsicum spray) as soon as reasonably practical, regardless of apparent injury.¹⁷

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1. All Officers must, as soon as reasonably practical, determine if a juvenile resident is injured, whether as a result of a use of force or otherwise, and render medical aid and assistance consistent with training and request emergency medical assistance if necessary.¹⁸
2. "Render medical aid and assistance" includes, but is not limited to, (i) performing emergency life-saving procedures such as cardiopulmonary resuscitation or the

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¹⁷ See 20 Ill. Adm. Code 2501.30(c).

¹⁸ Compare 720 ILCS 5/7-15.

administration of an automated external defibrillator; and (ii) the carrying, or the making of arrangements for the carrying, of such ~~juvenile resident~~ to a physician, surgeon, or hospital for medical treatment if it is apparent that treatment is necessary.¹⁹

3. The Officer's decisions regarding medical aid must be *objectively reasonable*. An Officer does not violate this duty if the failure to render aid is due to circumstances such as lack of appropriate specialized training, lack of resources or equipment, or both, or if it is unsafe or impracticable to render aid.²⁰

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DUTY TO INTERVENE

An Officer has an affirmative duty, without regard for chain of command, to prevent or stop another detention officer in the Officer's presence from using any unauthorized force or excessive force, if any.²¹

The duty to intervene applies when the Officer has a realistic opportunity to do something to intervene.²²

The Officer's decisions regarding whether to intervene must be *objectively reasonable*, which requires the Officer to take reasonable steps, under the *totality of the circumstances*, to prevent harm from occurring.

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An Officer who intervenes shall report the intervention to the Superintendent. The report must include the date, time, and place of the occurrence; the identity, if known, and description of the participants; and a description of the intervention actions taken and whether they were successful. The report must be submitted within five (5) calendar days after the incident.²³

No member of this Department shall discipline or retaliate in any way against an Officer for intervening as required by this policy, or for reporting unconstitutional or unlawful conduct, or for failing to follow what the Officer reasonably believes is an unconstitutional or unlawful directive.²⁴

USE OF OLEORESIN CAPSICUM SPRAY AND OTHER CONTROL DEVICES

Control devices such as ~~O~~leoresin ~~C~~apsicum (OC) spray shall only be used in the facility as authorized by the Detention Superintendent or their authorized designee, when the use of

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¹⁹ Compare 720 ILCS 5/7-15.

²⁰ Compare 20 ILCS 2610/12.7(a); 50 ILCS 705/6.3(a).

²¹ See 720 ILCS 5/7-16 (duty to intervene in peace officer context).

²² See 20 ILCS 2610/12.7(a) (context of discipline of peace officers); 50 ILCS 705/6.3(a) (context of discipline of peace officers); 7th Circuit Pattern Jury Instruction 7.22(3) (context of legal liability for peace officers).

²³ See 720 ILCS 5/7-16(b) (duty to intervene in peace officer context).

²⁴ 720 ILCS 5/7-16(c) (duty to intervene in peace officer context).

force is justified, and only as a last resort when the juvenile resident's current behavior indicates that a physical hold or mechanical restraint would be impossible or insufficient to effectively diminish the imminent risk of serious harm.²⁵

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OC spray should not be used in the medical unit or other designated area where juvenile residents are assigned respiratory isolation or on any juvenile resident who is under control with or without restraints.

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Detention Center approved OC spray or foam may be possessed and used only by staff members who have received Detention Center authorized training in its use.

Juvenile detainees who have been affected by the use of control devices shall be given a thorough medical examination and appropriate treatment as soon as possible.²⁶

If a detainee refuses to decontaminate, such a refusal shall be documented. If a detainee has been exposed in a secure room and not removed from the secure room where the exposure occurred, decontamination shall be afforded to the detainee, including:

1. Health-trained detention staff advising the detainee how to decontaminate in the secure room.
2. Clean clothing, if clothing was contaminated.
3. Constant monitoring of the secure room detainee, for a period of not less than 45 minutes.

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IMMEDIATE AND CALCULATED USE OF FORCE

An immediate use of force occurs when force is used to respond without delay to a situation or circumstances that constitute an *imminent* threat to safety or security. For example, the immediate or unplanned use of force by staff to stop a detainee from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other detainees. The destruction of government property may require the immediate use of force by staff in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, staff should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force via a use of force team technique. A calculated use of force is called for when a detainee's presence or conduct poses a threat to safety or security and the detainee is located in an area that can be

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²⁵ 20 Ill. Adm. Code 2602.170(h); 20 Ill. Adm. Code 2501.60(a)

²⁶ 20 Ill. Adm. Code 2501.60(f) ("Prior to and following the use of chemical agents, precautionary measures which are reasonable under the circumstances shall be taken to limit the noxious side effects of the chemical agents.").

controlled or isolated, or when time and circumstances permit advance planning, staffing and organization.

The assistance of available non-custodial staff (qualified mental health [practitioners](#), qualified medical [practitioners](#)) should be considered when attempting to resolve a situation without confrontation.

A supervisory officer shall be present in any situation involving the calculated use of force. The supervisor shall be contacted for approval and consultation prior to any calculated use of force.

REPORTING THE USE OF FORCE

Every use of force is an incident that shall be reported on the appropriate report form.²⁷ Any staff member who uses force and any staff directly observing the incident shall make a verbal report to a supervisory officer as soon as practicable and shall submit the appropriate documentation prior to going off duty, unless directed otherwise by a supervisor.

The documentation will reflect the actions and responses of each staff member participating in the incident, as witnessed by the reporting staff member.

The report shall include:

1. A clear, detailed description of the incident, including any application of tools, control devices, or restraints.²⁸
2. The identity of all involved in the incident (e.g., detainees, staff and others).
3. The specific reasons for the application of force.
4. The threat as perceived by the staff involved.
5. Efforts made to temper the severity of a forceful response, and if there was none, the reasons why.
6. Description of any injuries to any person involved in the incident, including the result of any medical checks that show the presence or absence of injury.

A video recording shall be required for all calculated use of force [\(use of force team technique\)](#) incidents and should include the introduction of all staff participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded to the Detention Superintendent within 72 hours.

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²⁷ 20 Ill. Adm. Code 2602.170(f).

²⁸ 20 Ill. Adm. Code 2602.170(g)(8) ("When restraints are used, a full written report shall be made.").

SUPERVISOR RESPONSIBILITY

Supervisory staff shall debrief juvenile residents and staff involved in any use of force and develop strategies that might preclude future incidents.²⁹

When a supervisor is able to respond to an incident in which there has been reported use of force, the supervisor is expected to:

1. Obtain the basic facts from involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
2. In cases involving serious injury, obtain an oral statement from the employee. The statement should be restricted to concerns of anything that may present an ongoing threat to the security of the facility or public safety.
3. Ensure that the appropriate investigation authority is notified, if needed.
4. Ensure that any parties involved in a use of force situation are examined by medical staff, regardless of whether any injuries are reported or detectable, and afforded medical treatment as appropriate.
5. Once any initial medical assessment or first aid has been completed, ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas.
6. Identify any witnesses not already included in related reports.
7. Review and approve all related reports.

In the event that a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

If a detainee has made an allegation of an unnecessary or excessive use of force, the interview should be video recorded and shall be documented on the appropriate form.

TRAINING

The Detention Superintendent shall work with the Training Manager to ensure legal and facility training mandates are met.

The Training Manager shall ensure that all personnel who are authorized to carry specific control devices have been properly trained and certified to carry such control devices and are retrained or re-certified as necessary.

²⁹ 20 Ill. Adm. Code 2602.170(f)(5).

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Supervisors shall conduct and document regular periodic briefings concerning this policy and the use of control devices. Any test sheets or documentation of performance shall be forwarded to the Training Manager to be included in the employee's training record.

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security and Control
Policy Number: 9.15 Effective date 07/25/18 Approved By: K.A. Willis
IDOCJ Reference: 702.170(f) / 702.170(g)
Policy Subject: Use of Restraints

PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of restraints on juvenile residents¹ housed in the Champaign County Juvenile Detention Center.

This policy shall apply to the use of specific types of restraints to include handcuffs, waist belt and leg irons, when such restraints are used to restrain any juvenile resident.

DEFINITIONS

Definitions related to this policy include:

Clinical Restraints – Restraints applied when a juvenile resident is disruptive, assaultive and/or self-injurious behavior is related to a medical or mental illness.

Custody Restraints – Includes steel handcuffs and leg restraints, polyurethane or nylon soft restraints, and waist restraints, applied to control a juvenile resident who is assaultive, engaging in self-injurious behavior, or attempting substantial property damage.

Least Restrictive Alternative – The least amount of restriction necessary to manage an acting out juvenile resident.

Qualified Medical Practitioner (QMP) – A health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of the medical practitioner's professional practice. A "qualified medical practitioner" is "qualified" because they are a professional who has also successfully completed specialized training for treating sexual abuse victims.²

Health Care Clinical Staff – The clinical staff is comprised of employees who work under the supervision of a physician or other Qualified [Medical Practitioner](#) to perform, or assist in the

¹ See 20 Ill. Adm. Code 2602.5 (Definition of Youth).

² 20 ILCS 2602.5 (Definition of "Medical Practitioner").

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performance of, a specified professional service as allowed by law, regulation, and facility policy.

Qualified Mental Health Practitioner (QMHP) – A mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of the mental health practitioner’s professional practice. A “qualified mental health practitioner” is “qualified” because they are a professional who has also successfully completed specialized training for treating sexual abuse victims.¹ When the QMHP is required to complete assessments or provide individual counseling to youth with mental illness, the QMHP must have at least a master’s degree in a mental health related field and training and experience in the provision of mental health assessment and counseling procedures. A mental health intern under the supervision of a QMHP may perform the functions of a QMHP.

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Restraint – The complete or partial constraint of a person’s bodily movement through physical or mechanical means.

Therapeutic Room Placement – Room placement of an agitated, vulnerable and/or severely anxious juvenile resident with a serious mental illness as part of his/her treatment when clinically indicated for preventive therapeutic purposes.

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Restraint Chair – A chair device used, within the constraint of using the least restrictive alternative, to restrict violent, out of control juvenile residents, for the protection of the resident and/or others.†

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POLICY

Champaign County Juvenile Detention Center staff members shall use the least restrictive means needed to restrain a juvenile resident.² Restraints shall be utilized in the most humane and safe manner possible with respect for the juvenile resident’s autonomy and dignity.

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It is the policy of the Champaign County Juvenile Detention Center that custody restraints shall be used only to prevent self-injury, injury to others or substantial property damage.³

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Restraints shall never be used for retaliation or as punishment.⁴ Restraints shall not be applied for more time than is necessary to control the juvenile resident.⁵ Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of a juvenile resident have failed or appear likely to fail, and only for the time necessary for the youth to regain control.⁶

Each incident where restraints are used shall be documented as a use of force by the handling staff member and documents must be completed by the end of the staff member’s shift.⁷

Commented [PML6]: The revised Administrative Code says, without exception, that “When restraints are used, a fit written report shall be made.” 20 Ill. Adm. Code 2602.170(g)(8).

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¹ 20 Ill. Adm. Code 2602.5 (Definition of “Mental health practitioner”).

² 20 Ill. Adm. Code 2602.170(f)(2).

³ 20 Ill. Adm. Code 2602.170(f)(1); 20 Ill. Adm. Code 2501.40(a)(5).

⁴ 20 Ill. Adm. Code 2602.170(g)(1) (“Restraints may not be used for disciplinary reasons”).

⁵ 20 Ill. Adm. Code 2602.170(f)(2).

⁶ 20 Ill. Adm. Code 2602.170(g).

⁷ 20 Ill. Adm. Code 2602.170(g)(8).

Incident Reports shall include, at minimum, the type of restraint used, when it was applied, and a detailed description of why the restraint was needed and when it was removed.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control a juvenile resident, during movement and transportation inside or outside the facility.¹⁰

USE OF RESTRAINTS – CONTROL

Supervisors shall proactively oversee the use of restraints on any juvenile resident. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of a Juvenile Detention Supervisor prior to application. In instances where prior approval is not feasible, the supervisor shall be apprised of the use of restraints as soon as possible.

Excluding short-term use to gain immediate control, using restraints requires approval from the Superintendent or the authorized designee prior to taking action. When medical staff is on duty, they shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the juvenile resident for adequate circulation.

The following provisions shall be followed when utilizing restraints to control a juvenile resident:

1. Restraints shall not be used as punishment or for disciplinary reasons.¹¹
2. Handcuffed youth must never be left alone.¹²
3. Restraints shall never be placed around a person's neck or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).¹³
4. Restrained individuals shall not be placed face down or in a position that inhibits breathing.¹⁴
5. Restraints shall not be used to secure a person to a fixed or stationary object. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.¹⁵

¹⁰ 20 Ill. Adm. Code 2501.110(a) ("Handcuffs, security belts, and or leg irons may be used to restrain any committed youth when (1) A person confined pending investigation or in disciplinary segregation is moved within the facility, (2) A committed youth is transported outside the facility. ...").

¹¹ 20 Ill. Adm. Code 2602.170(g)(1).

¹² 20 Ill. Adm. Code 2602.170(g)(2).

¹³ 20 Ill. Adm. Code 2602.170(g)(4).

¹⁴ 20 Ill. Adm. Code 2602.170(f)(4).

¹⁵ 20 Ill. Adm. Code 2602.170(g)(3).

Commented [PML7]: Many of these statements duplicate what is stated immediately above under "Policy" – I propose deleting duplicative statements.

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Restraint devices, such as restraint chairs, shall only be used on a juvenile resident when it reasonably appears necessary to overcome resistance, prevent escape or bring an incident under control, thereby preventing injury to the juvenile resident or others, or eliminating the possibility of substantial property damage. Restraints shall not be applied for more time than is reasonably necessary to achieve the above goal.

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The use of restraints for purposes other than controlled movement or transportation of a juvenile resident shall be documented in an Incident Report, to include, at minimum the type of restraint used, when it was applied, and a detailed description of why the restraint was needed and when it was removed.

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6. Use of straitjackets, restraint chairs and four or five point restraints are prohibited.¹⁶

7. Juvenile residents shall be housed either alone or in an area designated for restrained individuals.
8. Restraints shall be applied for no longer than is reasonably necessary to protect the juvenile resident or others from harm.¹⁷
9. Staff members will constantly monitor the juvenile resident. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the detention staff doing the observation, along with a description of the juvenile resident's behavior.
10. The Restraint Flow Sheet will be initiated immediately, and updated every 15 minutes.¹⁸
11. As soon as possible, the juvenile resident shall be medically assessed to determine whether he/she has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face to face evaluation by a Qualified Medical Practitioner and/or Health Care Clinical Staff.
12. As soon as possible, the juvenile detainee must be evaluated by a Qualified Mental Health Care Practitioner to assess whether the detainee needs mental health treatment.

APPLICATION OF SPIT HOODS/MASK/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon juvenile residents in custody when the detention officer reasonably believes the juvenile resident will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Detention officers utilizing spit hoods, with the approval of a Juvenile Detention Supervisor, should ensure the spit hood is fastened properly to allow for adequate ventilation and that the restrained individual can breathe normally. Detention officers should provide assistance during movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers shall always avoid comingling individuals wearing a spit hood with other juvenile residents.

¹⁶ 20 Ill. Adm. Code 2602.170(g)(5).

¹⁷ 20 Ill. Adm. Code 2602.170(g).

¹⁸ Compare 20 Ill. Adm. Code 720.608a)

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§ Use of the restraint chair as a security restraint: §

Used only by staff trained in the use and application of the chair. §

Under no circumstances shall a juvenile resident be placed a restraint chair, after being sprayed with Oleoresin Capsicum (O.C). §

A juvenile resident shall only be placed in a restraint chair when he/she continues to exhibit violent behavior after be restrained with handcuffs and is being physically restraine by detention staff. Detention staff will constantly monitor the juvenile resident, checking for proper application, and ensure that circulation is not compromised, and prevent tipping of the chair. §

The facility Superintendent or designee will evaluate and authorize the use of the restraint status, after 30 minutes. §

No juvenile resident will be placed in the chair for over a two hour time period. If authorization is needed for more than two hours, a Qualified Mental Health Professional or licensed Qualified Health Care Professional must evaluate the juvenile resident and determine if continuation of placement in the restraint chair is warranted. §

When a juvenile resident is placed in the restraint chair, the Restraint Flow Sheet will be initiated immediately and updated every 15 minutes. §

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Spit hoods shall not be used in situations where the restrained individual is bleeding from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty in breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded in a bio-hazard bag.

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Juvenile detainees who have been sprayed with Oleoresin Capsicum (OC) spray should be thoroughly decontaminated, to include the hair, head, and clothing prior to application of the spit hood.¹⁹

Those individuals who have been placed in a spit hood should be continuously monitored and shall not be left unattended. Spit hoods shall be discarded after each use.

If spit hoods are used, it will fully be documented in the Restraint Flow Sheet as well in an Incident Report.

USE OF CLINICAL RESTRAINTS OR THERAPEUTIC ROOM PLACEMENT

Juvenile residents may be considered for clinically ordered restraints or therapeutic room placement when exhibiting dangerous behavior that is believed to be a product of a medical or mental illness that puts the juvenile resident and/or others at risk of physical harm, or when medical care is urgently required.

The following provisions shall be used any time clinical restraints or therapeutic room placement is authorized:

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1. Excluding short-term use to gain immediate control of a juvenile resident exhibiting dangerous or destructive behavior, a juvenile resident may be placed in clinical restraints or therapeutic room placement only on orders of a Qualified Mental Health Practitioner and/or Qualified Medical Practitioner and the notification of the Juvenile Detention Superintendent or authorized designees, and only after making a determination that less restrictive interventions are ineffective to prevent the juvenile resident from causing substantial property damage or serious injury to themselves or others.²⁰
2. Clinical restraints or therapeutic room placement shall never be ordered or otherwise applied as coercion, discipline, punishment convenience or retaliation.²¹

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¹⁹ See 20 Ill. Adm. Code 2501.60(f) ("Prior to and following the use of chemical agents, precautionary measures which are reasonable under the circumstances shall be taken to limit the noxious side effects of the chemical agents").

²⁰ 20 Ill. Adm. Code 2602.170(a).

²¹ 20 Ill. Adm. Code 2602.170(a)(1).

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3. The order of the Qualified Mental Health Practitioner or Qualified Medical Practitioner may only be in effect for up to two hours.
4. Within one hour of the application of restraints or therapeutic room placement, a Qualified Mental Health Practitioner or Qualified Medical Practitioner shall evaluate the juvenile resident face-to-face to determine if there is a need for continued restraint or therapeutic room placement.
5. If deemed clinically necessary, the Qualified Mental Health Practitioner or Qualified Medical Practitioner who gave the initial order for restraints or therapeutic room placement may renew the original order for an additional two hours.
6. Juvenile residents placed in clinical restraints shall be placed in designated rooms within the Juvenile Detention Center. The restraints shall be applied in the least restrictive manner possible, based on the evaluation and order of the Qualified Mental Health Practitioner or Qualified Medical Practitioner.
7. Juvenile residents placed in clinical restraints shall only be placed in a face-up position.²²
8. A Qualified Mental Health Practitioner or Qualified Medical Practitioner shall conduct face-to-face checks at a minimum of every 15 minutes to assess the juvenile resident's condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented on the Restraint Flow Sheet and in the juvenile resident's medical file.
9. Except in the event of a medical emergency for the juvenile resident, only a Qualified Mental Health Practitioner and/or Qualified Medical Practitioner shall determine when a juvenile resident shall be released from clinical restraints or therapeutic room placement.
10. Clinical restraints shall be monitored as recommended by the Qualified Mental Health Practitioner or Qualified Medical Practitioner. This monitoring shall maintain the 15 minute checks.²³

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RANGE OF MOTION

Juvenile residents placed in restraints for longer than one hour shall receive a range of motion procedure that will allow for the movement of extremities. Range of motion exercises will consist of alternative movement of extremities (i.e., right arm and left leg) for a minimum of 10 minutes every one hour.

²² 20 Ill. Adm. Code 2602.170(D)(4).

²³ Compare 20 Ill. Adm. Code 720.60(a).

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FOOD AND HYDRATION

Juvenile residents who are confined in restraints shall be given food and fluids. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every hour or when requested by the juvenile resident.

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Offering food and hydration to juvenile residents will be documented to include time, the name of the person offering the food or water/juices, and the juvenile resident's response (receptive, rejected).

Juvenile residents shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

AVAILABILITY OF CARDIOPULMONARY RESUCITATION EQUIPMENT

Cardiopulmonary resuscitation (CPR) equipment, such as barrier masks, shall be provided by the Juvenile Detention Center, and located in close proximity to the location where juvenile residents in restraints are held.

PREGNANT JUVENILE RESIDENTS

Leg irons or waist belts shall not be used on any juvenile resident known to be pregnant, regardless of security risk. The application of wrist restraints should be avoided as much as possible, and if used, should be applied with arms in front of the body. Under no circumstances will a juvenile resident known to be pregnant be handcuffed behind their back.

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INTRAPARTUM

While a juvenile detainee is in labor or in childbirth, no restraints of any kind may be used by a juvenile detention officer.²⁴

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Upon discharge from a medical facility, postpartum juvenile residents shall be restrained only with handcuffs in front of the body.

²⁴ 20 Ill. Adm. Code 2602.170(c)(9).

Policy 511

Champaign County Probation & Court Services Department Detention Services Manual

SEARCHES

511.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the Champaign County Juvenile Detention Center and its residents by conducting reasonable searches, in balance with protecting rights afforded by the United States Constitution.

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The introduction of contraband, such as intoxicants or weapons, into the facility poses a serious risk to the safety and security of staff, residents, volunteers, contractors, and the public. Reasonable searches protect everyone's safety and security by preventing the presence of dangerous contraband in the facility.

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Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from a resident/juvenile arrestee.

511.1.1 DEFINITIONS

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Definitions related to this policy include:

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Contraband – Anything unauthorized for residents to possess, or anything in excess of what residents are authorized to possess.

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Medical Practitioner – a health professional who, by virtue of education, credentials and experience, is permitted by law to evaluate and care for patients within the scope of the medical practitioner's professional practice.

Commented [PML1]: I left this definition in here because the law uses the term "medical practitioner" when talking about who can search transgender or intersex residents.

Modified strip search – A search that requires a person to remove or rearrange some of his/her clothing that does not include a visual inspection of the breasts, buttocks, or genitalia of the person but may include a thorough tactile search of the resident's partially unclothed body. This also includes searching the resident's clothing once it has been removed.

Pat-down search – The normal type of search used by detention officers within this facility to check an individual for weapons and/or contraband. It involves a thorough systematic patting down of clothing to locate contraband that could pose a danger to the detention officer, the resident or other residents.

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Physical body cavity search – A search that includes a visual inspection and may include physical intrusion into a body cavity. Body cavity means the stomach, anus, or genitals of an individual.

Strip search – A search that requires a person to remove or rearrange some or all his/her clothing to permit a visual inspection of the underclothing, breast, buttocks, anus, or outer genitalia of the person. This includes monitoring of a person showering or changing clothes where the person's underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

511.2 POLICY

It is the policy of the Champaign County Juvenile Detention Center to ensure the safety of residents, staff, and visitors by conducting effective and reasonable searches of arrestees, residents, visitors, and areas within the facility, in accordance with applicable laws.

Searches shall only be performed to detect contraband or to protect residents from imminent harm. Searches shall not be used for other purposes, such as intimidation, harassment, punishment, or retaliation. Staff must use the least invasive search method necessary under the circumstances.

Searches shall be conducted in an area that ensures privacy, and shall be conducted in a manner that avoids unnecessary force, embarrassment, or loss of dignity to the resident. Except in emergencies, searches shall be conducted by a trained person of the same gender as the resident. Transgender or intersex residents shall be allowed to choose the gender of the staff who will conduct the search. Staff shall, whenever possible, give residents clear instructions about search procedures prior to beginning a search and address any questions or concerns residents have. Whenever possible, searches should be observed by a second party.

511.3 PAT-DOWN SEARCHES

A thorough and systematic pat-down search will be performed on all arrestees/residents upon entering the secure intake area of the facility. Additionally, pat-down searches may occur within the facility at the direction of a detention supervisor.

Staff shall not conduct cross-gender pat-down searches except in emergency circumstances. Thus, except in emergencies, male staff may not pat down female residents and female staff may not pat down male residents. It is highly recommended that a witnessing staff member be present during any cross-gender pat-down search.

All cross-gender pat-down searches shall be documented as follows: (28 CFR 115.315).

- (a) The staff member conducting the cross-gender pat-down search shall:
 1. Document the facts that led to the decision to perform the cross-gender search of the individual.

2. Document the reasons less intrusive methods of searching were not used or were insufficient.
3. Document the time, date, and location of the search.
4. Document the names, gender and roles of any other staff present.
5. Document the reason a same-gender staff person was unavailable.
6. Itemize in writing all contraband and weapons discovered by the search.
7. Process all contraband and weapons in accordance with the detention services division current evidence procedures.
8. Complete an incident report.

(b) Completed documentation shall be placed in the resident's record. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.

511.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES AND PHYSICAL BODY CAVITY SEARCHES

Detention officers will generally consider the reason for the search, the scope, intrusion, manner, and location of the search, and will utilize the least invasive search method to meet the need for the search.

511.4.1 JUSTIFICATION AND DOCUMENTATION FOR MODIFIED STRIP SEARCH OR STRIP SEARCH

(a) No person shall be subjected to a modified strip search or strip search unless there is an individualized, reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or dangerous contraband. The determination may not be based solely on a resident's general characteristics but rather must be based on specific and articulable facts currently present that give rise to an individualized, reasonable suspicion, such as:

1. A pat-down search indicates that there may be a weapon or contraband that cannot be safely retrieved without a modified strip search or strip search.
2. Circumstances of the current arrest suggest the person is concealing contraband.
3. The person's appearance and behavior suggest the person is concealing contraband.
4. The facts of the crime charged suggest the person is concealing contraband.
5. The person has a known history of using or possessing contraband that poses a danger to themselves or others.
6. Information received from a credible third party (e.g., arresting officer) indicates that the person is concealing contraband.

(b) No modified strip search or strip search may be conducted without prior written authorization from a detention supervisor.

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(c) The staff member conducting the modified strip search or strip search shall:

1. Document the facts that led to the decision to perform the strip search of the individual.
2. Document the reasons less intrusive methods of searching were not used or were insufficient.
3. Document the supervisor's approval.
4. Document the time, date, and location of the search.
5. Document the names, gender and roles of any other staff present.
6. If applicable, document the reason a same-gender staff person was unavailable.
7. Itemize in writing all contraband and weapons discovered by the search.
8. Process all contraband and weapons in accordance with the detention services division current evidence procedures.
9. Complete an incident report.

(d) Completed documentation shall be placed in the resident's record. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.

§11.4.2 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search.

A modified strip search or strip search should be conducted by staff members of the same gender as the person being searched, except in a case of emergency involving the safety of the resident or staff or except when conducted by a health professional. Transgendered youth may choose the gender of the person who will conduct the search. Any emergency search shall be documented in writing and approved by the responsible supervisor after the emergency has been mitigated.

Whenever possible, a second staff member of the same gender should be present during the search for security purposes and to witness the discovery of evidence.

The staff member conducting a strip search shall not touch the bare breast, buttocks or genitalia of the person being searched. These areas may be touched through the clothing during a modified strip search.

(a) The searching staff member will instruct the resident to:

1. Remove his/her clothing.
2. Raise his/her arms above the head and turn 360 degrees.
3. Bend forward and run his/her hands through his/her hair

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4. Turn his/her head first to the left and then to the right so the searching detention officer can inspect the resident's ear orifices.
5. Open his/her mouth and run a finger over upper and lower gum area, raise the tongue so the detention officer can inspect the interior of the mouth.
6. Turn around and raise one foot first, then the other so the detention officer can visually check the bottom of each foot.
7. For males, face forward and lift genitals. For females, face forward and lift their breasts.
8. Have males turn and bend at waist exposing their backside to the officer. Females are to squat and cough.

(b) At the completion of the search, the resident should be instructed to shower and to dress in detention facility supplied clothing, as appropriate.

511.4.3 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be completed as follows (725 ILCS 5/103-1):

- (a) No person shall be subjected to a physical body cavity search without a valid search warrant and the written approval of the Superintendent or his/her authorized designee. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available upon request to the resident or authorized representative (except for those portions of the warrant ordered sealed by a Court).
- (b) Only a physician licensed to practice medicine may conduct a physical body cavity search.
- (c) Except for the physician conducting the search, persons present must be of the same gender as the person being searched. Only the necessary staff needed to maintain the safety and security of the medical personnel shall be present.
- (d) The senior staff member involved in the search shall:
 1. Document the facts that led to the decision to perform a physical body cavity search of the individual.
 2. Document the reasons less intrusive methods of searching were not used or were insufficient.
 3. Document the Superintendent's approval.
 4. Include a copy of the search warrant.
 5. Document the time, date, and location of the search.
 6. Document the names, gender and roles of the medical personnel present.
 7. Document the names, gender and roles of any staff present.

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8. If applicable, document the reason same-gender staff personnel were unavailable to be present with the physician conducting the search.
9. Itemize in writing all contraband and weapons discovered by the search.
10. Complete an incident report.
11. Process all contraband and weapons in accordance with the detention services division current evidence procedures.

(e) Completed documentation shall be placed in the resident's record. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.

511.5 SEARCHES OF TRANSGENDER OR INTERSEX RESIDENTS

Staff shall not search or physically examine a transgender or intersex resident for the sole purpose of determining genital status (see PREA Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the resident, by reviewing medical records or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.315(e); 20 Ill. Adm. Code 2602.140(g)(5)).

Transgender or intersex residents may choose the gender of the staff person who will conduct the search, except in a case of emergency involving the safety of the resident or staff or except when conducted by a medical practitioner as defined above in Section 511.1.1.

511.6 HOUSING UNIT SEARCHES

Housing unit searches shall occur daily, usually once per shift. These searches should include all the living spaces occupied by residents. Housing unit searches should be conducted in a manner that does not create a pattern where the residents can predict the searches.

During a housing unit search:

- (a) All residents shall be removed from their living areas and undergo a pat-down search.
- (b) Staff shall search the living areas of the residents, including bedding, personal storage areas, and other areas with resident access.
- (c) Any contraband located shall be processed with current evidence procedures.
- (d) Staff shall attempt to identify the resident who possessed the contraband and file the appropriate discipline report.

All authorized resident personal property shall be respected and living areas should be returned to an orderly condition.

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¶ All contraband and weapons should be processed in accordance with the detention services division current evidence procedures. ¶

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511.7 CRIMINAL EVIDENCE SEARCHES

The Superintendent or their authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the facility or other area controlled by facility staff, and there is a need to search for evidence related to the crime.

Any evidence collected in connection with an alleged crime shall be reported, documented, and stored to protect it from contamination, loss, or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by staff whenever there is a need for such action.

Generalized searches of the resident's person shall only be conducted within the parameters of this division's policies. All generalized searches for contraband shall be reported to a detention supervisor.

511.7.1 CANINE ASSISTED SEARCHES

The facility uses canines to assist staff in searching for contraband, if warranted. Such searches shall only occur with the approval of the Superintendent or their authorized designee. Only canines trained and certified in the detection of contraband, such as narcotics, weapons, or explosives, will be allowed within the secure perimeter of the facility. Canines trained solely in crowd control or to assist in apprehension will not be used in the facility.

Canines will generally be used to assist the staff in searches of the general physical plant, outside recreational area, or living areas. Contact between the residents and canines should be kept to a minimum.

511.8 SEARCH OF VISITORS

Visitors may be required to submit to a search prior to entering the secure area of the facility. All handbags, packages, briefcases, cellular devices, keys, and other effects shall be secured in the visitor's area lockers. Professional staff may bring in required items as needed for the visit. Visitors should be reminded to be security-minded and not transport items that may cause a security breach into the visitation area. Staff will use non-intrusive sensor devices or mechanical detection devices to check visitors for objects that may cause a security breach. Visitors refusing to submit to sensor devices or mechanical detection devices shall be denied visitation and should be asked to leave the facility. Should an individual refuse to leave the facility, the Champaign County Sheriff's Office shall be summoned for assistance.

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SEARCH DOCUMENTATION FORM

RESIDENT NAME: _____
(Last) (First) (M.I.)

GENDER: _____ **RACE:** _____ **DOB:** _____

ARRESTING AGENCY: _____ **AGENCY CASE #:** _____

OFFENSES: _____

TYPE OF SEARCH

CROSS-GENDER PAT-DOWN MODIFIED STRIP SEARCH STRIP SEARCH

INDIVIDUALIZED SUSPICION:

- A pat-down search indicates that there may be a weapon or contraband that cannot be safely retrieved without a modified strip search or strip search.
- Circumstances of the current arrest that suggest the person is concealing contraband.
- The person's appearance and behavior suggest the person is concealing contraband.
- The facts of the crime charged suggest the person is concealing contraband.
- The person has a known history of using or possessing contraband that poses a danger to themselves or others.
- Information received from a credible third party (e.g., arresting officer) indicates that the person is concealing contraband.
- Other: describe specific, individualized justification (To be used for in-custody residents, in general population, if justification and scope of search is approved by detention manager).

STATEMENT OF FACTS (Facts leading to decision to search; why less intrusive methods were not used; reason why same-gender staff person was unavailable to conduct search):

SUPERVISOR APPROVAL: _____
Name & Badge #

OFFICER(S) CONDUCTING SEARCH: _____
Names, Badge #'s, Genders

WITNESS(ES): _____
Names, Badge #'s, Genders

MEDICAL PERSONNEL: _____
Names, Genders

DATE: _____ **TIME:** _____ **LOCATION:** _____

CONTRABAND DISCOVERED:

YES

NO

LIST CONTRABAND:

**ADULT INTERSTATE TRANSFER
POLICY AND PROCEDURES
CHAMPAIGN COUNTY, ILLINOIS
EFFECTIVE APRIL 1, 2022**

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

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

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

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

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

Champaign County shall provide this policy to all officers handling interstate compact cases.

I. Transfer of Supervision of Illinois Offenders to Other States

A. Eligibility for Transfer of Supervision

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

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

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

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

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

B. Application for Transfer of Supervision

1. The Transfer Request and Offender Application for Interstate Transfer shall be completed using ICOTS.

2. The officer submitting information in ICOTS is electronically certifying the information has been verified. Champaign County procedures for verifying information for a transfer are as follows:

- a. The offender must provide documentation supporting the validity of his/her proposed residence. Any documentation provided will be submitted in the ICOTS Request for Reporting Instructions or the Application for Transfer.

- b. If transferring as a resident of the receiving state, the applicant must provide a copy of his/her lease or mortgage, utility bill, or contact information from the primary resident of the home in which he/she resides. The officer will then contact the homeowner or lessee and confirm that the applicant resides with him/her and collect information regarding the length of time the applicant has lived with him/her.

- c. If employed, the applicant is to provide employment information (e.g., the name of the employer or business, address, telephone number, supervisor's name, contact information, the offender's title and work schedule, verification of employment in the form of a recent pay stub). If the applicant does not possess a copy of a recent pay stub, the officer may contact the employer.

- d. If transferring as an offender who has resident family in the receiving state, the applicant is to provide the name, address and telephone number of an immediate family member. The officer must contact the family member and confirm that he/she is willing and able to assist the applicant in the plan of supervision and is able to offer financial support until the applicant can secure employment.

- e. If transferring as:

- i. a member of the military;
- ii. an offender who is living with a family member who is a member of the military;
- iii. an offender whose family member with whom he/she resides is transferred to another state by their full-time employer;
- iv. an offender who is transferred to another state by their full-time employer;
- v. an offender who is a veteran of the United States military services who is eligible to receive medical or mental health services through the United States Department of Veteran Affairs.

the applicant must provide relevant documentation to support the transfer to include copies of military orders, a letter of transfer from the applicant's or family member's employer, or a referral for medical and/or mental health services from the Department of Veteran Affairs.

If transferring as a discretionary transfer of supervision, the applicant must provide documentation as to the proposed residence and the officer must confirm with the homeowner or lessee, or with the proposed agency, that the transfer would support the successful completion of supervision and rehabilitation of the offender, promote public safety, and protect the rights of the victim(s).

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3. Champaign County Probation shall impose a fee of \$125.00 for each transfer application prepared for an offender as allowed under 730 ILCS 5/5-9-1.13 if the Circuit Judge files an administrative order.
4. The application is to be signed by the offender and witnessed. The original signed application is to be maintained by this department. A COPY shall be attached to the case material which includes the following:
 - a. transfer request form.
 - b. narrative description of the instant offense information in sufficient detail to describe the circumstances, type, and severity of the offense and whether the charge was reduced.
 - c. photograph of offender- that meets ICAOS audit standards.
 - i. the offender's face is recognizable and visible
 - ii. the photo is displayed in 'portrait' view (height is

- greater than width)
 - iii. the photo is in color and is sharp with no visible pixels or printer dots
 - iv. the background does not detract from the offender's face
- d. conditions of supervision.
- e. any orders restricting the offender's contact with victims or other persons.
- f. any known orders protecting the offender from contact with another person.
- g. information as to whether the offender is subject to sex offender registry requirements in the sending state along with supportive documentation.
- h. pre-sentence investigation report, if available.
- i. information as to whether the offender has a known gang affiliation, and the gang with which the offender is known to be affiliated.
- j. supervision history, if the offender has been on supervision for more than 30 calendar days at the time the transfer request is submitted.
- k. information relating to any court-ordered financial obligations, including but not limited to, fines, court costs, restitution, and family support; the balance that is owed by the offender on each; and the address of the office to which payment must be made.
- l. summary of prison discipline and mental health history during the last 2 years, if available, unless distribution is prohibited by law.
5. Additional documents, such as the Judgment and Commitment, and any other information may be requested from the sending state following the acceptance of the offender. If available, the sending state shall provide the documents within 30 calendar days from the date of the request unless distribution is prohibited by law.

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

C. Reporting Instructions, Excluding Sex Offenders

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

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

2. At the time the Request for Reporting Instructions is submitted using ICOTS, a seven-day travel permit may be issued allowing the offender to proceed to the receiving state. It is Champaign County's responsibility to verify the offender is not a sex offender prior to issuing a travel permit allowing the offender to proceed to the receiving state (see section D below). The receiving state must issue reporting instructions no later than two business days following receipt of the request.
3. The offender must sign the Application for Transfer prior to departing Champaign County. A Notice of Departure must be sent using ICOTS when the offender departs. This is the only circumstance in which an offender may stay in the receiving state while a request for reporting instructions is pending.
4. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of approved reporting instructions. If Illinois fails to send a completed transfer request by the 15th business day for an offender granted reporting instructions and has arrived in the receiving state, the receiving state may initiate the offender's return to Illinois under the requirements of Rule 4.111 (request reporting instructions).

D. Reporting Instructions for Sex Offenders

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

military members who are transferred, employment transfers of the offender or a family member, veterans transferring for medical or mental health services or for an expedited (emergency) situation.

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

2. The determination of whether an offender is a sex offender is not based solely on the type of offense for which the transfer is being requested. The ICAOS definition of "sex offender" provides that the offender is considered a sex offender in the sending state or is under sex offender terms and conditions in the sending state.
3. A sex offender is not entitled to a seven-day travel permit and **CANNOT** proceed to the receiving state without approved reporting instructions. The receiving state has five business days to review the proposed residence to ensure compliance with local policies and laws. If the proposed residence is invalid, the receiving state may deny reporting instructions. A sex offender may only receive a travel permit if they are employed or attending treatment or medical appointments in the receiving state at the time the transfer is submitted and are only permitted to travel to the receiving state for employment, treatment or medical appointment purposes and the offender must return to Illinois immediately upon completion of the appointment or employment.
4. A sending state shall provide the following for reporting instructions requests submitted pursuant to this section:
 - a. A narrative description of the instant offense in sufficient detail to describe the circumstances, type, and severity of offense and whether the charge was reduced at the time of imposition of sentence.
 - b. Conditions of supervision.
 - c. Any orders restricting the offender's contact with victims or any other person; and
 - d. Victim information to include the name, sex, age, and relationship to the offender, if available and if distribution is not prohibited by law.
5. Upon receipt of approved reporting instructions using ICOTS, Champaign County shall issue a travel permit and complete a Notice of Departure using ICOTS. The offender must sign the Application for Transfer of Supervision prior to departure.

6. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.
7. Additional documents necessary for supervision in the receiving state, such as a law enforcement report regarding the offender's prior sex offense(s), sending state's risk and needs score, or case plan may be requested from the sending state following acceptance of the offender. If available, the sending state shall provide the documents within 30 calendar days from the date of the request unless distribution is prohibited by law.

E. Expedited Reporting Instructions

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

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F. Acceptance of Supervision by the Receiving State

1. Champaign County may request a progress report in ICOTS using a Compact Action Request and the progress report specialization drop-down option.
2. Upon receipt of a Violation Report Requiring Retaking in ICOTS from a receiving state Champaign County has ten business days to respond to the violation report. Using ICOTS a Response to Violation Report Requiring Retaking shall be submitted. The response shall include any action to be taken by Champaign County. If a warrant is issued for the offender, the warrant must be valid in all states with no bond.
3. Special requests may be submitted using a Compact Action Request in

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ICOTS. A request may include, but is not limited to, status inquiries, or requests for information. Do not use a Compact Action Request to report violation information or to update a state on a violation status. As Compact Action Requests go directly to the probation officer in the other state, Champaign County/Circuit shall always remind their probation officers to be professional in their correspondence.

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G. Rejection of Supervision by the Receiving State

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

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H. Offender Requests to Transfer to a Subsequent State

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

I. Transfers of Military Members

1. An offender, who is a military member and under orders in another state, shall be eligible for reporting instructions and transfer of supervision. Upon receipt of an Offender Application, which has been signed by the offender, Champaign County shall forward a Request for Reporting Instructions using ICOTS.
2. A copy of the military orders shall be provided at the time of the request.
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions in ICOTS.

4. A completed transfer request must be submitted within 15 business days of receipt of reporting instructions.

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

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

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NOTE: The offender must also meet criteria for transfer.

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

K. Employment Transfer of Family Member to Another State

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

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

2. Documentation from the current employer noting the requirements shall be provided at the time of the request.
3. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
4. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

L. Employment Transfer of the Offender to Another State

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

M. Transfers of Veterans for Medical or Mental Health Services

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

N. Retaking Offenders

1. Champaign County can order the return of an offender who was transferred to another state at its sole discretion subject to the provisions of ICAOS Rule 5.101. Champaign County must notify the receiving state within 15 business days of their issuance of the directive to the offender to return (such as a summons to appear in Illinois for a court

hearing) via a Compact Action Request. The receiving state shall request return reporting instructions under Rule 4.111. If the offender does not return to the sending state as ordered, then Champaign County shall issue a warrant no later than 15 business days following the offender's failure to appear in the sending state.

Note: "Retaking" is defined as the act of a sending state in physically removing an offender, or causing to have an offender removed, from a receiving state.

2. When requested by a receiving state or a subsequent receiving state, Champaign County must retake an offender upon conviction of a new felony offense or new violent crime conviction, subject to the provisions of ICAOS Rule 5.102. A nationwide no-bond warrant is required and must be issued within 15 business days of our state receiving the violation requiring retaking.
3. When requested by a receiving state or subsequent receiving state, Champaign County must order the return of an offender within 15 business days of the receipt of the request by the receiving state who has engaged in behavior requiring retaking, subject to the provisions of ICAOS Rule 5.103. If the offender does not return as required, Champaign County shall issue a no-bond nationwide warrant within 15 business days of the failure of the offender to return. The receiving state shall assist with the apprehension of the offender and shall notify the sending state once the offender is in custody on the sending state's warrant.
4. Within 15 business days of receipt of an absconder violation report and case closure, Champaign County shall issue a nationwide no bond warrant and, upon apprehension of the offender, file a detainer with the holding facility where the offender is in custody. Champaign County shall keep its warrant and detainer in place until the offender is retaken.
5. Champaign County's procedure for notifying the court of a mandatory retaking and required nationwide, no bond warrant within the 15 business day timeframe required by ICAOS rules is as follows:

When requested by a receiving state or subsequent receiving state to retake an offender, the supervising probation officer will file a Probation Violation Report with the Champaign County State's Attorney's Office. will advise the State's Attorney's Office of the requirements of mandatory retaking, will request the filing of a Petition to Revoke Probation and will request the issuance by the court of a nationwide, no bond warrant within the 15 business day timeframe required by ICAOS rules.

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6. If an offender is charged with a subsequent felony or violent crime, the offender shall not be retaken or ordered to return until criminal charges have been dismissed, sentence has been satisfied, or the offender has been released to supervision for the subsequent offense, unless the sending and receiving state mutually agree to the retaking or return.
7. Champaign County shall maintain communication with the AOIC regarding the status of mandatory warrants and retaking. Any difficulty obtaining the required warrant or with extradition should be reported to the AOIC immediately.

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

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

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

A. Supervision Requests

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

sentence had been imposed in Illinois) and any conditions of the sending state that Illinois is unable to enforce.

5. If supervision is denied, the reason for denial must be consistent with ICAOS rules and must be included in the Reply to Transfer. The reply is to be sent using ICOTS. A denial of a discretionary case must specify the discretionary reasons for rejection.

B. Reporting Instructions Prior to Acceptance

1. The AOIC Interstate Compact Unit is authorized to issue reporting instructions for offenders prior to acceptance of supervision in Champaign County. All reporting instructions will be issued with a date to report seven days from the date of issuance and with general contact information as specified by each County/Circuit. Reporting instructions for sex offenders will not be issued unless the offender's proposed residence is valid. Upon notification of a pending request for reporting instructions for a sex offender, Champaign County shall investigate the proposed residence to assure that it is in compliance with State law and/or local polices, and inform the AOIC Interstate Compact Unit within 5 business days of request for the preliminary investigation if the residence is valid or invalid. If valid, reporting instructions will be issued by the AOIC Interstate Compact Unit.

C. Offender's Failure to Report

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

state to submit a Notice of Departure.

D. Offender Reports pursuant to Reporting Instructions to Champaign County

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

E. Acceptance of Supervision by Champaign County

1. Champaign County shall supervise an offender transferred under the interstate compact in a manner consistent with the supervision of other similar offenders sentenced in Illinois, including the use of incentives, corrective actions, graduated responses and other supervision techniques. When accepting the case, Champaign County shall include notification of any conditions they cannot assist with and any conditions Champaign County is additionally imposing on the offender.
2. Champaign County shall not be permitted to provide no supervision. It is the expectation of the rules that an offender will be under some supervision for the duration of the conditions placed upon the offender in the sending state.
3. Champaign County Probation shall impose a fee of \$25.00 per month on each offender whom the County accepts for supervision from a sending state.
4. Champaign County shall on an on-going basis document non-compliant and compliant behavior in ICOTS on a Progress Report on Offender Compliance and Non-Compliance. The report shall include date(s), description(s), and documentation regarding the use of incentives, corrective actions, including graduated responses or other supervision techniques to address the behavior in the receiving state, and the offender's response to such actions. If the sending state requests an additional progress report, the Champaign County shall provide the progress report within 30 calendar days of receiving the request.
5. Champaign County shall notify the sending state of additional conditions imposed as a response to offender behavior by submitting a Progress Report on Offender Compliance and Non-Compliance.
6. If an out-of-state offender who is being supervised in Champaign County is alleged to have engaged in behavior requiring retaking, the probation officer shall complete the Violation Report Requiring

Retaking using ICOTS within 30 calendar days of discovery or determination. Offenders subject to retaking by the sending state for violations shall be entitled to a probable cause hearing as set forth in ICAOS Rule 5.108. As the violation report initiates the retaking process Champaign County shall exhaust all interventions/responses to the behavior before making such a request.

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

7. Further updates on the status of a previously reported violation should be reported on the Addendum to the Violation Report Requiring Retaking.
8. Upon a request from Champaign County, a sending state shall retake an offender from the receiving state for a new felony or new violent crime conviction or upon engaging in behavior requiring retaking pursuant to the provisions of Rules 5.102 and 5.103. A case should be carefully reviewed before making such a request. Pursuant to 730 ILCS 5/3-3-11.4 prior to making this notification to the sending state, a hearing shall be held within a reasonable time as to whether there is probable cause to believe the offender has violated conditions of probation unless such hearing is waived by the offender by way of an admission of guilt.
9. Upon request of sending state, Champaign County must conduct a probable cause hearing for the violations reported by our state that led to the sending state's required retaking of their offender. Champaign County's procedure for a Probable Cause Hearing when required is:

When requested by a sending state, the supervising probation officer will notify the Champaign County State's Attorney's Office in writing that an out-of-state offender who is being supervised in Champaign County is alleged to have engaged in behavior requiring retaking, and will request that a Probable Cause Hearing be held within a reasonable time as to whether there is probable cause to believe that the offender has violated a condition of his probation, unless such hearing is waived by the offender by way of an admission of guilt.

10. If the sending state submits a violation response directing the offender's return in lieu of retaking, Champaign County must request reporting instructions per Rule 4.111 within 7 business days following the receipt of the violation response.

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11. If the sending state issues a warrant, Champaign County shall attempt to apprehend the offender on the sending state's warrant and provide notification to the sending state. If Champaign County is unable to locate the offender to affect the apprehension, Champaign County shall follow Rule 4.109-2 (a) and (b).
12. Special requests may be submitted using the Compact Action Request form in ICOTS. A request may include, but is not limited to, status inquiries, or requests for information. Do not use a compact action request to report violation information or to update a state on a violation status. As Compact Action Requests go directly to the probation officer in the other state and are permanent in the ICOTS system, Champaign County shall remind their probation officers to be professional at all times in their correspondence.

F. Travel Permits

1. If an offender being supervised by Champaign County requests to travel back to the sending state, Champaign County shall notify the sending state prior to the issuance of a travel permit by submitting a Compact Action Request in ICOTS.
2. This does not apply to offenders who are employed or attending treatment or medical appointments in the sending state, provided that the following conditions are met:
 - a. Travel is limited to what is necessary to report to work and perform the duties of the job or to attend treatment or medical appointments; and
 - b. The offender shall return to the receiving state immediately upon completion of the appointment or employment.

G. Offenders Returning to the Sending State

1. For an out-of-state offender, who is being supervised in Champaign County, to return to the sending state, a Request for Reporting Instructions should be submitted using ICOTS, unless the offender is under active criminal investigation or is charged with a subsequent felony or violent crime in the sending state. The request shall include the reason for the offender's return. The offender may not proceed to the sending state until reporting instructions are received.
2. If Champaign County rejects the transfer of an offender granted reporting instructions under Rules 3.101-1, 3.101-3, 3.103, or 3.106 Champaign County shall, upon submitting notice of rejection, submit a request for

return reporting instructions within 7 business days.

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

H. Offender Requests to Transfer to a Subsequent State

1. Upon the request of an out-of-state offender, who is being supervised in Champaign County, to transfer to a subsequent state, a progress report as well as an Offender Application, which has been signed by the offender, must be completed and submitted using ICOTS. The Application must indicate the state to which the offender is going to transfer as well as the original sending state. The offender cannot proceed to the subsequent state until reporting instructions are received. It is the obligation of the sending state to submit a completed case packet to the receiving state.

I. Closing Supervision

1. Champaign County may close supervision of an out-of-state offender subject to the provisions of ICAOS Rule 4.112(a). The closure shall be transmitted within 10 business days after the maximum expiration date.
2. Champaign County cannot terminate supervision of an out-of-state offender when the sending state is in the process of retaking.
3. At the time Champaign County closes supervision, a Case Closure Notice is to be forwarded using ICOTS. If a case is closed due to reasonable suspicion that an offender has absconded, a Violation Report Requiring Retaking must be submitted describing attempts to locate the offender (these attempts must occur within 30 calendar days of submitting this report) including:
 - a. Documenting communication attempts directly to the offender, including dates of each attempt.
 - b. Conducting a field contact at the last known place of residence.
 - c. Contacting the last known place of employment, if applicable.
 - d. Contacting known family members and collateral contacts,

which shall include contacts identified in original transfer request

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

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

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES DEPARTMENT
PROBATION DIVISION TRAINING RECORDS
JANUARY 1, 2020 TO DECEMBER 31, 2020
(CURRENT EMPLOYEES ONLY)

LAST NAME	FIRST NAME	DIVISION	# OF TRAINING HOURS COMPLETED 2019	HOURS SHORT 2019	# OF TRAINING HOURS COMPLETED 2020	HOURS SHORT 2020	ADDITIONAL HOURS REQUIRED IN 2021	NOTES
Busboom	Lacey	Specialized Services	15.00	5.00	10.25	9.75	14.75	Completed 14.75 Additional Training Hours in CY2021
Cardani	David	Adult Probation	6.50	13.50	12.75	7.25	20.75	Completed 24.45 Additional Training Hours in CY2021
Crites	Jennifer	Adult Probation	16.50	3.50	12.00	8.00	11.50	Completed 13.75 Additional Training Hours in CY2021
Davis	Amber	Juvenile Probation	34.00	0.00	29.25	0.00	0.00	
Devoe	Takia	Adult Probation	85.50	0.00	32.00	0.00	0.00	Transferred from Juvenile Detention 05/18/2020
Easton-Morris	Kimberley	Adult Probation	19.50	0.50	25.25	0.00	0.00	Completed 50 Additional Training Hours in CY2020
Foster	Thomas	Juvenile Probation	31.75	0.00	23.00	0.00	0.00	
Jackson	Daryl	Adult Probation	27.00	0.00	25.25	0.00	0.00	
Jarvis	Jennifer	Administration	15.75	4.25	20.25	0.00	4.00	Completed 9.12 Additional Training Hours in CY2020-2021
Jessup	Jeremy	Specialized Services	43.00	0.00	12.25	7.75	7.75	DID NOT COMPLETE ADDITIONAL TRAINING HOURS IN CY2021
Matthew	DeShonna	Specialized Services	19.00	1.00	10.25	9.75	10.75	Completed 10.75 Additional Training Hours in CY2021
McKinney	Paul	Specialized Services	N/A	N/A	3.25	N/A	N/A	Hired 11/30/2020
Naese	John	Adult Probation	49.75	0.00	22.75	0.00	0.00	
Nugent	Jeff	Adult Probation	11.50	8.50	10.75	9.25	17.75	DID NOT COMPLETE ADDITIONAL TRAINING HOURS IN CY2021
Reynolds	Siobhan	Juvenile Probation	29.25	0.00	31.50	0.00	0.00	
Robertson	Cale	Juvenile Probation	25.75	0.00	29.75	0.00	0.00	
Roelfs	Nicole	Specialized Services	43.00	0.00	12.25	7.75	7.75	Completed 15.00 Additional Training Hours in CY2021
Roesch	Julie	Specialized Services	12.50	7.50	17.25	2.75	10.25	Completed 12.60 Additional Training Hours in CY2021
Roush	Lucas	Specialized Services	86.00	0.00	26.25	0.00	0.00	Transferred from Juvenile Detention 01/13/2020
Rumple-Stahl	Heather	Specialized Services	18.50	1.50	32.25	0.00	0.00	Completed 12.25 Additional Training Hours in CY2020
Siders	Shannon	Adult Probation	29.50	0.00	27.25	0.00	0.00	
Slough (nee Hewkin)	Heidi	Juvenile Probation	29.25	0.00	23.75	0.00	0.00	
Wells	Amanda	Adult Probation	22.00	0.00	19.25	0.75	0.75	Completed 4.75 Additional Training Hours in CY2021
Williams	Michael	Director	47.25	0.00	37.25	0.00	0.00	
Zebe	Teresa	Juvenile Probation	38.25	0.00	25.00	0.00	0.00	

H. Collaboration (730 ILCS 110)

3. Describe how the department supports the rights of crime victims [[730 ILCS 110/15\(6\)\(d\)](#)], how it has implemented and how it coordinates that support with other criminal justice agencies within the jurisdiction.

Although the Champaign County Probation Department does not operate a formal pretrial services program, the Department gathers information on clients arrested for domestic-related offenses after the Court has ordered the client to be fitted with a GPS monitor and to obtain a Domestic Violence Risk Assessment as a condition of bond. The Department completes a Domestic Violence Surveillance Report, which includes a criminal history, and Cognition Works, Inc. prepares a Domestic Violence Risk Assessment, which includes contact with and a statement from the victim, whenever possible. These reports are filed with the Court and a Review Hearing is scheduled to determine the need for continued GPS monitoring. The Department provides exclusion zone information to the GPS monitoring agency and to local law enforcement to help promote victim safety.

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

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

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

CFY 2022 ANNUAL PROBATION PLAN DETENTION CENTER ORGANIZATIONAL PLAN

Duplicate the below boxes as many times as needed.

Department Name: Champaign County Juvenile Detention Center

Goal: *Revise Juvenile Detention Center Policies and Procedures Manual*

Objectives:	Date:	Responsibility
Conduct chapter-by-chapter review of current Juvenile Detention Center Operational Policies and Procedure Manual, and identify policies/procedures requiring updates/revisions as well as areas requiring the implementation of additional policies/procedures.	April 30, 2022	Superintendent and Assistant Superintendents
Incorporate updates/revisions and draft additional policies/procedures.	July 31, 2022	Superintendent and Assistant Superintendents
Review draft and make any necessary revisions.	September 30, 2022	Director, Superintendent and Assistant Superintendents
Distribute revised Policies and Procedure Manual to all JDC employees and post the Manual on the Relias Learning training platform.	November 1, 2022	Superintendent and Supervisor of Administrative Services
Using the Relias Learning training platform, all Juvenile Detention Center employees will acknowledge that they have received, read and understand the revised Policies and Procedure Manual.	November 30, 2022	Superintendent, Assistant Superintendents, JDC Employees
Identify any additional training requirements required by revised/updated policies.	December 31, 2022	Superintendent and Assistant Superintendents

County Fiscal Year 2022 Proposed Detention Revenue & Expenses		County General Fund for Department	Detention Spending Account
Funding			
Fiscal Start D:	1/1/2022		
Fiscal End Date:	12/31/2022		
Circuit:	Sixth		
Facility Name:	County Detention		
Balance at End of Previous Fiscal Year		\$1,812,629.00	
FY Funding/Vacume			
Allocations (Detention)			
County Funded Fringe Benefits		\$649,239.00	
Food Subsidies/Commodities		\$28,350.00	
Detention Home Van Levy		\$0.00	
Detention Home Income		\$0.00	
IGA (Inter-Governmental Agreement) Revenue		\$0.00	
Other Receivables		\$0.00	
DEPARTMENT PERSONNEL			
Medical/Nurse Salaries & Benefits		\$1,000.00	
Overtime		\$0.00	
Total Department Fringe Benefits		\$649,239.00	
Total Department Salaries		\$1,593,219.00	
Other Salary (Contingency, Bonuses, etc.)		\$0.00	
Other Personnel Payments		\$0.00	
RESIDENT SERVICES & OPERATIONS:			
Cognitive Programming & Supplies		\$0.00	
Bedding and Linens		\$1,000.00	
Bond Payments		\$0.00	
Drug/Alcohol Testing		\$0.00	
Drug/Alcohol Treatment		\$0.00	
Educational Programs & Supplies		\$0.00	
Electronic Monitoring/GPS		\$0.00	
Employment Services		\$0.00	
Food Supplies & Dietary Needs		\$47,300.00	
Incentives (commissary, coupon, etc.)		\$2,500.00	
Individual & Group Counseling Services		\$0.00	
Language Access Services		\$0.00	
Medical Supplies, Vaccines, Prescriptions		\$4,000.00	
Personal Clothing		\$3,750.00	
Personal Hygiene Supplies		\$0.00	
Phone and Visitation Services		\$0.00	
Psychological Testing/Evaluations - Residents		\$0.00	
Resident Activities (library, church, barber)		\$0.00	
Resident Transportation		\$0.00	
Teacher Salaries & Benefits		\$0.00	
Transfer Fees (Extradition, DCFS, etc.)		\$0.00	
Other Resident Services & Operation Expenses		\$148,250.00	
DEPARTMENT OPERATIONS:			
Auto Expenses (gas, new car, oil changes, etc.)		\$5,000.00	
Bond Payments		\$0.00	
Building Rent/Mortgage/Bond		\$0.00	
Case Management System		\$0.00	
Computer Hardware/Software		\$0.00	
Employee Drug Testing		\$0.00	
Laundry and Cleaning Supplies		\$3,000.00	
Maintenance/Training Staff Salaries & Benefit		\$0.00	
Memberships, Dues, Subscriptions		\$0.00	
Office Supplies		\$1,700.00	
Operation Service Contracts		\$0.00	
Psychological Testing/Evaluations - Applicants/Employees		\$0.00	
Officer Safety Equipment		\$200.00	
Computer Video Equipment		\$0.00	
Officer Uniforms		\$5,500.00	
Training		\$1,000.00	
Travel Expenses (conferences, Home Visits, Meetings, etc.)		\$100.00	
Utilities		\$1,410.00	
Other Operations		\$7,650.00	
OTHER EXPENDITURES			
Out of County Detention		\$14,500.00	
Reimbursement to Other Department		\$0.00	
Other Capital Expenses		\$0.00	
Other Expenditures		\$0.00	
TOTAL EXPENDITURES:		\$2,490,218.00	\$0.00
		\$0.00	\$0.00

Expenditures

County Fiscal Year 2022 Detention Center Organizational Chart

Department: Champaign County Juvenile Detention Center Date: 2/1/2022

Funding Source	Position #	First Name	Last Name	Title	Responsibility	Unit/ Division	Supervisor	Union Name
GIA	100	John	Dee	Dir/CMD	B	N/A	N/A	N/A
GIA	300	Keith	Willis	Dir/CMD	D	Detention	Michael William	N/A
GIA	1900	VACANT 12/06/	(Savelley)	JDO	D	Detention	Keith Willis	FOP
GIA	5000	Emily	Ziegler	JDO	D	Detention	Keith Willis	FOP
GIA	5100	Javier	Zenil Pena	JDO	D	Detention	Keith Willis	FOP
GIA	5300	Patricia	Aliah	Sup	D	Detention	Keith Willis	N/A
GIA	5301	Antonio	Cruz	Sup	D	Detention	Keith Willis	N/A
GIA	5302	VACANT 11/30/	(Elmore)	Sup	D	Detention	Keith Willis	N/A
GIA	5303	Andrew	Griffeth	Sup	D	Detention	Keith Willis	N/A
GIA	5304	Haley	Hickenbottom	JDO	D	Detention	Keith Willis	FOP
GIA	5305	VACANT 07/21/	(Adams)	JDO	D	Detention	Keith Willis	FOP
GIA	5306	Nicole	Lowe	JDO	D	Detention	Keith Willis	FOP
GIA	5310	Dean	Morr	JDO	D	Detention	Keith Willis	FOP
GIA	5311	Syde	Tutter	JDO	D	Detention	Keith Willis	FOP
GIA	5313	VACANT 12/30/	(Gretz)	JDO	D	Detention	Keith Willis	FOP
GIA	5314	Alicia	Williams	JDO	D	Detention	Keith Willis	FOP
GIA	5315	Chantelle	Jasper	JDO	D	Detention	Keith Willis	FOP
GIA	5316	Laura	Hawk	JDO	D	Detention	Keith Willis	FOP
GIA	5317	VACANT 10/19/	(Wazny)	JDO	D	Detention	Keith Willis	FOP
GIA	5318	VACANT 06/28/	(Cruz-Line)	JDO	D	Detention	Keith Willis	FOP
GIA	5319	VACANT 11/13/	(Michelle Willis)	JDO	D	Detention	Keith Willis	FOP
GIA	5320	Marquell	Cain	JDO	D	Detention	Keith Willis	FOP
GIA	5321	VACANT 12/09/	(Rardin)	JDO	D	Detention	Keith Willis	FOP
GIA	5322	VACANT 01/17/	(Ahart)	JDO	D	Detention	Keith Willis	FOP
GIA	5400	Michael	Floyd, Jr.	JDO	D	Detention	Keith Willis	FOP
GIA	5500	VACANT 12/03/	(Cobb)	JDO	D	Detention	Keith Willis	FOP
GIA	5600	Jessica	Hendrix	JDO	D	Detention	Keith Willis	FOP
GIA	5700	Briene	Wiegaver	Sup	D	Detention	Keith Willis	N/A
GIA	5800	Tiffany	Kolakowski	Sup	D	Detention	Keith Willis	N/A
GIA	5900	Alison	Walkins	JDO	D	Detention	Keith Willis	FOP
GIA	6000	Anyah	Yanders	JDO	D	Detention	Keith Willis	FOP
GIA	6100	Charies	Schwab	JDO	D	Detention	Keith Willis	FOP

Funding Source Categories	Title Categories	Job Function	Union Name
Grants-in-Aid	Director/CMD	Both Adult & Juvenile	Telemeter
Salary Subsidy	Supervisor	Adult	AFSCME
Prerefin	Prob. Officer	Juvenile	ICOP
Grant Funded	Detention Off	Detention	ICU
County Funded	Senior Officers	Problem Solving Court	N/A
		Prerefin	PI
		Other	D

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES DEPARTMENT
 JUVENILE DETENTION DIVISION TRAINING RECORDS
 JANUARY 1, 2020 TO DECEMBER 31, 2020
 (CURRENT EMPLOYEES ONLY)

LAST NAME	FIRST NAME	DIVISION	# OF TRAINING HOURS COMPLETED 2019	HOURS SHORT 2019	# OF TRAINING HOURS COMPLETED 2020	HOURS SHORT 2020	ADDITIONAL HOURS REQUIRED IN 2021	NOTES
Alliah	Patricia	Juvenile Detention	61.75	0.00	40.00	0.00	0.00	
Cruz	Antonio	Juvenile Detention	46.50	0.00	38.50	1.50	1.50	Completed 1.65 Additional Training Hours in CY2021
Griffeth	Andrew	Juvenile Detention	107.50	0.00	52.00	0.00	0.00	
Hawk	Laura	Juvenile Detention	80.75	0.00	44.00	0.00	0.00	
Hickenbottom (nee Jones)	Haley	Juvenile Detention	46.25	0.00	50.00	0.00	0.00	
Jasper	Chantelle	Juvenile Detention	150.00	0.00	43.75	0.00	0.00	
Kolakowski	Tiffany	Juvenile Detention	79.50	0.00	39.00	1.00	1.00	Completed 19.45 Additional Training Hours in CY2021
Lowe	Nicole	Juvenile Detention	N/A	N/A	173.75	0.00	0.00	
Schwab	Charles	Juvenile Detention	46.25	0.00	32.50	7.50	7.50	Completed 8.25 Additional Training Hours in CY2021
Tutler	Skye	Juvenile Detention	150.00	0.00	87.00	0.00	0.00	
Wileaver	Briene	Juvenile Detention	92.25	0.00	58.50	0.00	0.00	
Willis	Keith	Juvenile Detention	35.25	4.75	44.50	0.00	0.25	DID NOT COMPLETE ADDITIONAL TRAINING HOURS IN CY2021
Worman	Timothy	Adult Probation	71.25	0.00	83.25	0.00	0.00	Transferred to Probation 01/04/2021
Yanders	Anyah	Juvenile Detention	N/A	N/A	176.50	0.00	0.00	
Ziegler	Emily	Juvenile Detention	182.00	0.00	71.00	0.00	0.00	