

# Court Services (Dept. 43)

**Mission Statement:** *To serve the courts by providing quality and meaningful investigations, to assist the court in decision-making and to utilize evidence-based practices in working with individuals sentenced to community supervision*

*Probation officers provide assistance and guidance to individuals on supervision so that they may be reintegrated into society in a productive and meaningful manner. The probation officer recognizes that probation, as a sentence, is a viable alternative to incarceration and that community safety is always the Department's main goal.*

**Department Created By:** *Illinois Compiled Statutes (730 ILCS 110 (Probation and Probation Officers Act) and 705 ILCS 405 (Juvenile Court Act))*

## Classification – Judicial

**Background:** Court Services provides probation supervision services for adult and juvenile clients as determined by the Circuit Courts.

## Functions: MANDATED BY STATE STATUTE

- **Probation Services:** Court Services' primary responsibility is to serve the courts; to preserve complete and accurate records; take charge and watch over persons sentenced to probation and perform other duties as assigned by statute, rules of court, and other responsibilities as may be implied from those expressly required. The Probation Department recognizes that crime is an injury which harms the victim, the community and the system-involved individual. Our mission is to assist the court in protecting the community by holding clients accountable for repairing the harm done, and providing clients with community-based opportunities to become responsible, productive and crime free.

## Probation Service Fee Fund (377) – Funded by Court Fees

**Fund Created By:** *Illinois State Statute 730/ILCS 110/15.1*

## Classification – Judicial

**Background:** The Probation Service Fee Fund represents fees collected from persons sentenced to probation as ordered by the court. Fees may only be spent upon approval of the Chief Judge of the 22<sup>nd</sup> Judicial Circuit. Funds may supplement but not supplant county general funds, and are generally used to provide and/or support programs for clients under the supervision of Court Services and Probation.

## Function:

- Funds are to be used to provide and/or support programs for clients under the supervision of the Court Services and Probation Department.
- *The Illinois Supreme Court (via the Administrative Office of Illinois Courts) set forth Probation Service Fee Guidelines which dictate how Probation Service Fee Funds can be utilized.*
- *The Illinois Supreme Court (via the Administrative Office of Illinois Courts) requires the submission of an Annual Plan which details the status of various goals, compliance with various mandates and financial reporting in two (2) forms: PSF Proposal (detailing the proposed PSF expenses in the coming State Fiscal Year (July 1<sup>st</sup>- June 30<sup>th</sup>)); Source of Funds & Expenditures (aka True Cost of Probation-which requires the Department to survey all departments within the County to determine how much of their respective budgets are directly related to Probation). The Source of Funds & Expenditures (True Cost) reporting is a substantial basis for the Illinois Supreme Court and the State of Illinois (generally) meeting its full statutory obligation to reimburse large portions of Probation salaries paid by the County.*

## 2024 Highlights

### **Case Management System Enhancements: AOIC Data Reporting & Locally Driven System Improvements.**

- Several new and substantial initiatives took precedence in 2023-2024 (e.g. Pretrial Fairness Act, Problem-Solving Court Study, Circuit Clerk Justice system changes (required by AOIC/ILSC) which limited the ability to focus on this project. None-the-less, Court Services is scheduled to have all Probation data elements in our CMS by August 31<sup>st</sup>, 2024. Pretrial data elements should be in the CMS by December 31, 2024; and PSC data elements in early 2025. Throughout this entire process, Court Services has also been looking for ways to enhance our CMS to make it more user-friendly for our staff.

### **Policy & Procedure Review and Updating:**

- Court Services reviewed and updated over **10** very large policy & procedure documents in FY24 via the Policy & Procedure Work Group. This process has allowed for greater clarity of expectations and more involvement from staff in the development of procedures to meet the requirements of the department.

### **Succession Planning:**

- Court Services moved forward with two different succession planning efforts in FY24. At the Management level, a current Supervisor has been given additional duties which are normally completed by Deputy Directors. This is being done to prepare this supervisor for potential promotion to Deputy Director in 2025.
- At the staff level, Court Services' Professional Development Program was revamped in 2023-2024. The revamped program allows for up to 5 staff to be designated as a "Lead". Lead designation requires exposure to and completion of additional work which is normally done by Supervisors, coordination of in-office training events, court coverage, etc. This program is 2.5 years in length and exposes leads to all aspects of the organization. In this way, each leader is infinitely more promotable into any supervisory position.

## 2025 Goals

### **Case Management System Enhancements: AOIC Data Reporting & Locally Driven System Improvements.**

- Court Services will complete the Case Management System Enhancements required for the AOIC data collection and reporting requirement in 2025. As noted above, Probation and Pretrial data elements should be completed in calendar 2024. 2025 will be focused on Problem-Solving Court data elements and the merging of the Court Services (R2) and PSC clinician (R3) case management systems. Court Services will also continue to look for ways to modify/enhance our CMS to make it more user-friendly for our staff.

These enhancements will allow us to parse through our client data in many new ways, ultimately resulting in more responsive services. Enhancing the system also makes the daily work of staff easier and allows them to focus on service delivery.

### **Community Outreach: Helping Treatment Providers, Partner Agencies and the General Public better understand the mission, vision and capabilities of Probation & Court Services in McHenry Co.**

- The profession of Probation has evolved to require staff to be "Behavior Change Agents" with a focus on Evidence-Based modalities. The combination of Quality Risk Assessments + Case Planning + Contact Standards/Dosage, along with the utilization of trained skills such as "Effective Practices in Community Supervision (EPICS)", paired with treatment referrals (including Moral Reconation Therapy) are the road map to success for each client! Yet very few are aware of all that goes into the clients we serve, and we end up working at cross-purposes with treatment providers and/or other parts of the system.
- Court Services will develop materials/curriculum for our partner agencies, as well as the general public, and we will provide this information to as many groups as possible in 2025. By bridging gaps in understanding, we will be better able to work collaboratively with partner agencies in service of our clients.

### **Attraction & Retention of Staff: Covid is over, but the working world has changed forever. What are we going to do about it!?**

- Court Services will review/enhance our interview, selection and onboarding processes so that we are bringing in the most qualified and capable staff possible. We will also analyze our New Hire Training Plans and processes so that staff get timely training without being over-loaded with unnecessary information.
- Court Services will be negotiating a new Collective Bargaining Agreement with staff (via AFSCME) in late 2024. It is the sincere hope of the Department and the Court, that the new CBA will result in wages which are comparable to other Probation Departments in Illinois.
- Court Services will also focus on Organizational Culture in 2025. Without a defined culture, the best laid plans & strategies will fall short of expectations. Court Services will be working with the expert in Organizational Culture (Alliance for Criminal Justice Innovation- Dr. Alex Walker) to facilitate our movement from our current culture to our "ideal culture"!

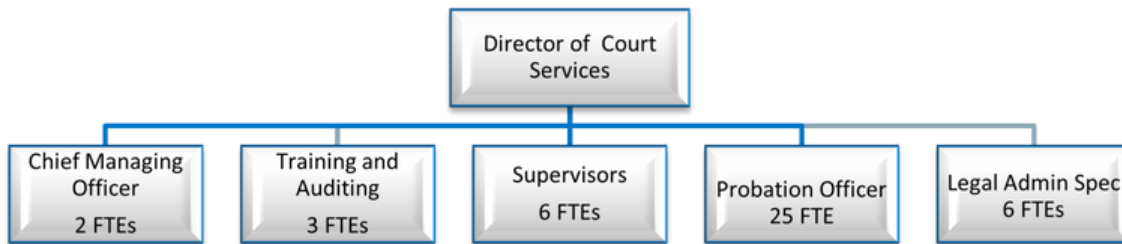
## Performance Measures

Performance Indicators:	2023 Actual	2024 Mid-Year	2024 Projected	2025 Projected
# Probation Clients	<b>1,694</b>	<b>1,810</b>	<b>3,620</b>	<b>3,620</b>
Adult	1,275	1,121	2,242	2,242
PSC	173	153	306	306
Juvenile	116	154	308	308
Pre-Trial	130	382	764	764
# Court Monitoring	<b>2,803</b>	<b>2,219</b>	<b>4,438</b>	<b>4,438</b>
DUI	1,594	1,171	2,342	2,342
PSW	1,083	946	1,892	1,892
OTHER	126	102	204	204
# Probation Client Interactions	<b>31,401</b>	<b>15,544</b>	<b>31,088</b>	<b>31,088</b>
Office/Field Visits	23,145	11,420	22,840	22,840
Court appearances	6,518	3,119	6,238	6,238
Risk Assessments	1,738	1,005	2,010	2,010
Evaluation & Investigations Ordered	<b>26,804</b>	<b>15,493</b>	<b>30,986</b>	<b>30,986</b>
Pre-Trial Reports	974	671	1,342	1,342
Probation Investigations & Evaluations	195	117	234	234
Reports & Record Checks	25,635	14,705	29,410	29,410
Drug & Alcohol Tests completed on clients	12,307	6,034	12,068	13,275
Public Service hours completed	61,173	28,658	57,316	57,316
Monetary benefit to community PSW hours worked (# hours x min wage) <i>(2023 = \$13.00 &amp; 2024 = \$14.00)</i>	\$795,254	\$401,210	\$802,419	\$802,419
<b>MRT Groups</b> 2 – Men's 1 – TAO 1 – Women's 1 – Juvenile 1 – DUI 1 – Diversion (Boys) 1 – Diversion (Girls)	7	8	8	9
<b><u>New Groups for 2025</u></b> Sex Offender COG Group				
# of clients attended MRT groups	120	87	109	120
# MRT Sessions with Clients	2,307	922	1,844	2,028
# of Session Hours (Session = 1.5 hours)	3,461	1,383	2,766	3,043

## Full Time Equivalents History

Job Title	2022-23	2023-24	2024-25
	FTE	FTE	FTE
Director	1.00	1.00	1.00
Deputy Director	2.00	2.00	2.00
Supervisors	6.00	6.00	6.00
Training & Auditing	3.00	3.00	3.00
Probation Officer (Union)	25.00	25.00	25.00
Legal Adm. Specialist (Union)	6.00	6.00	6.00
<b>Total Dept 43 - Probation &amp; Court Services</b>	<b>43.00</b>	<b>43.00</b>	<b>43.00</b>

## Organizational Chart



**County of McHenry**  
**2025 Proposed Budget**  
**43 - Court Services**

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>General Fund</i>					
80 - Fees & Charges for Service	39,678	31,853	30,000	902	-
94 - Governmental	1,611,090	1,686,651	1,681,198	749,102	1,784,162
96 - Misc. Income	175	20	500	-	500
<b>Revenue</b>	<b>1,650,943</b>	<b>1,718,524</b>	<b>1,711,698</b>	<b>750,003</b>	<b>1,784,662</b>
30 - Personnel	2,224,316	2,304,532	2,456,733	1,577,593	2,377,166
40 - Contractual	240,317	512,218	85,000	19,507	100,700
50 - Commodities	58,783	28,252	69,500	8,182	53,800
<b>Expense</b>	<b>2,523,415</b>	<b>2,845,002</b>	<b>2,611,233</b>	<b>1,605,282</b>	<b>2,531,666</b>

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>Probation Service Fee Fund</i>					
80 - Fees & Charges for Service	283,103	305,325	365,000	190,216	355,000
95 - Interest Earnings	11,648	46,157	25,000	34,449	55,000
96 - Misc. Income	-	81	5,000	-	5,000
91 - Utilization of Fund Balance	-	-	39,500	-	84,500
<b>Revenue</b>	<b>294,751</b>	<b>351,563</b>	<b>434,500</b>	<b>224,665</b>	<b>499,500</b>
40 - Contractual	80,858	262,679	395,000	151,233	386,750
50 - Commodities	19,997	17,975	39,500	6,838	47,750
60 - Capital Outlay	-	-	-	-	65,000
<b>Expense</b>	<b>100,856</b>	<b>280,655</b>	<b>434,500</b>	<b>158,071</b>	<b>499,500</b>

**To View Interactive Budget (both Financial and Non Financial Information)**

<https://mchenrycountyil.openbook.questica.com/#/spotlight/efe8db06-7ac6-45bc-9f0f-845fa5d1f6d0>

## McHenry County Government

### FISCAL YEAR 2025 CAPITAL OUTLAY REQUEST

*(To qualify to be entered on this form, the item must meet the County's Fixed Asset threshold, and must have an estimated useful life of longer than one year.)*

DEPARTMENT: 43 - Probation & Court Services

Division and Main Account: 602000

*Please place an "X" in the appropriate box to indicate the type of Capital Asset being requested*

VEHICLES
  OTHER EQUIPMENT  
 TECHNOLOGY
  BUILDING IMPROVEMENTS

*One type of asset category per page please!*

Quantity:	<u>2</u>	Funding Source:	<u>Probation Service Fee (fund 377) - Interest Income</u>
Projected Cost:	\$ <u>65,000.00</u>	Replaces:	<u>2 vehicles - #773 &amp; #772</u>

**Description (Please see instructions for type of information required.):**

This purchase is being accomplished without a supplemental request and will be funded by the Interest Income we have accumulated in Fund 377 during the past few years. As we replace vehicles within the fleet, we will sell off the older models to help offset costs associated with purchasing new vehicles.

Due to the age, condition and mileage of our existing fleet of vehicles, Court Services is in need of two new vehicles to support mandated field visits conducted by Probation Officers. Currently, we have 23 Probation Officers & 6 Supervisors who conduct home, school and work/field visits utilizing the fleet. Current age & mileage of our vehicles within the fleet are:

Vehicle #	Make	Model	Color	Year	Mileage as of 7/1/24
772	Chevy	Cobalt	Silver	2008	73,140
755	Chevy	Cobalt	Burgundy	2009	55,584
756	Chevy	Cobalt	Gold	2009	55,393
773	Chevy	Cobalt	Black	2010	83,620
750	Jeep	Compass	Red	2019	44,551
751	Jeep	Compass	Gray	2020	41,894
<b>Auction off in 2025</b>					
772	Chevy	Cobalt	Silver	2008	73,140
773	Chevy	Cobalt	Black	2010	83,620

It is the intent of Court Services to replace older vehicles on a regular basis to ensure our staff have safe cars for their visits and get the highest auction value to then use on a new purchase.

***If the capital item is under \$100,000 and approved it will be moved into the department budget or capital budget of the General Fund. If the capital item is over \$100,000 and approved it will be considered for the County's long-term capital plan.***

*Use as many sheets as necessary*