



ADMINISTRATIVE OFFICE OF THE CIRCUIT COURT OF LAKE COUNTY, ILLINOIS

DIVISION OF ADULT PROBATION SERVICES

PROBATION WORKLOAD DATA

SMAART PROGRAM REPORT

NOVEMBER 2015

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MISSION

The mission of the Circuit Court of Lake County is to serve the public. It accomplishes this mission by providing a fair and efficient system of justice, committed to excellence, fostering public trust, understanding and confidence.

The Division of Adult Probation Services supports the mission of the Court by serving the Court and reducing offender recidivism in a manner that enhances the fairness and integrity of the Court's decisions, promotes accountability and responsiveness in its enforcement of the Court's orders, and advances public trust and confidence in the justice system.

The goals of the Division of Adult Probation Services include the following:

- To provide comprehensive assessments, investigations, and reports; expert testimony; professional recommendations and referrals consistent with evidence-based practices; and other information as requested by the Court in order to assist in the fair and timely resolution of cases in the criminal justice system.
- To facilitate a continuum of evidence-based interventions, treatment programs, and supervision techniques designed to alter probationers' criminal behavior in order to reduce recidivism and increase compliance with the Court's orders and the conditions of supervision.
- To provide leadership and facilitate collaboration among internal and external criminal justice system partners and stakeholders in order to better integrate evidence-based practices; improve communication, data, and information sharing; promote professional understanding; and enhance the delivery of offender and victim services within the justice system.
- To provide opportunities for training, development, and continuing education in evidence-based and best-practice initiatives for probation officers and other Court employees in order to enhance the delivery of Court programs and services and improve the Court organization's level of responsiveness to new conditions and emergent events.

CURRENT WORKLOAD BY SPECIALIZED UNITS

The Adult Probation Division is made up of multiple units that specialize in offender supervision based on their criminal offense or behavior. These specialized units are as followed; Pretrial, Presentence Investigation, General Field, Sex Offender, Domestic Violence, DUI, Intensive Probation (IPS), Probation Field Services (PFSU), Drug, Mental Health and Veteran's Treatment and Assistance Courts, Gender Specific and Public Service. The units are led by a Unit Manger (UM) who may or may not carry a nominal unit caseload, but does assist with other duties related to case supervision.

Pretrial Bond Investigations

<u>Pretrial Bond Investigations</u>	<u>Total Number of Active Cases</u>
Bond Investigations and Intake Investigations (November 2014 through June 2015)	1321 Bond investigations 1181 intake investigations
Monthly average per officer	165 bond investigations 146 intake investigations

- Six Pretrial Bond Supervision office staff have written 1,321 Bond Reports between November 2014 and June 2015 or an average of 165 Bond Reports per month. Each Bond Report includes an extensive criminal history investigation, face to face interview, collateral contacts, verifications and the actual write up for the court.
- Intake Investigation - During November 2014 and June 2015, 1,181 defendants were placed on PTBS at an average of 147.6 per month.
- Weekend Bond Court is also covered by Pretrial Officers as is the evening for jail releases and orientation of new defendants of Pretrial Bond Supervision.

Pretrial Field Unit

<u>Pretrial Field Unit</u>	<u>Total Number of Active Cases</u>
Total	663
Average Caseload	132.6

- Defendants placed on Pretrial supervision have grown at an average annual rate of eight percent since the inception of the program in 1986.
- Since 2010, over ninety-eight percent of the defendants under bond supervision are ordered drug testing and over eighty-five percent are subject to curfew restrictions.
- The capacity for Pretrial Bond Supervision is 600. Since November 2014, Pretrial has stayed consistently over capacity. In 2010 Pretrial lost a position due to budget cuts. At this time the average Pretrial caseload was 500. The number of defendants on Pretrial Bond Supervision as of August 31, 2015 was 685.
- Officers for an average caseload of 132.6. The daily average jail population has remained stable but the numbers for Pretrial have increased over the last year
- With the Bischoff Law and with Diana's Law, the new legislation effective in 2015 targeting intimate partner violence, Pretrial numbers will likely increase the number of defendants on bond supervisions as well as electronic (GPS) monitoring.
- All Pretrial Officers have been trained on the risk assessment for domestic violence known as the ODARA (Ontario Domestic Assault Risk Assessment).

Presentence Investigation Unit

<u>Presentence Investigation Unit</u>	<u>Total Number of Active Cases</u>
Number of Reports	463
January, 2014 until August, 2015	

- Reduced from 4 to 3 officers in 2014.
- Now responsible for the detailed prior record checks on all cases assigned to probation. These checks are now kept in a data base which will make record checks easier in the future in hopes of avoiding duplicate work.
- Doing LSI-R's on all PSI reports in efforts to match the level of risk with the PSI plan.
- Identifying Criminogenic Needs and Risk Factors to aid the judges in proper sentencing.

Pre-Intake Unit

<u>Pre-Intake Unit</u>	<u>Total Number of Active Cases</u>
Total Active Cases	134
Pre Intake Investigations	4235
(1-1-2014 – 7-31-2015)	

- Investigative unit developed to assist all case carrying officers
- Enters mandatory data for the AOIC right after court.
- Improves customer service for the offenders at the organization as these offenders are met right after sentencing and all questions are answered.
- Do DNA testing on all felons as per Illinois State Law.
- Screens the cases so they are sent to the proper unit for supervision.
- Assists in the detailed record check on all cases assigned to probation. These checks are now kept in a record checks data base which will make record checks easier in the future in hopes of avoiding duplicate work.
- Run nationwide LEADS/FBI/NCIC checks on all offenders to check for active warrants with the offender in the office.
- Informs sex offenders regarding registration laws

General Field Unit

<u>General Field Unit</u>	<u>Total Number of Active Cases</u>
Total	749
Average Caseload	107.0
Average Non-UM Caseload	119.3

- DUI Group Reporting has revamped the reporting format and has partnered with General Field Group Reporting. Probationers assigned to Group Reporting now have five opportunities throughout the month to report to College of Lake County campus' or at the Lake County Branch Courts. This new format allows for probationers to meet one on one with a probation officer off site and accommodates probationer working schedules.
- DUI Group Reporting has expanded allow felony DUI probationers who meet specific qualifications.
- In conjunction with Group Reporting, a monthly presentation known as the Community Outreach Presentation Series (COPS) brings together probationers at the College of Lake County to get information on a variety of topics. Every other month, probationers learn about Relapse Prevention and on other months are presented with information on Budgeting, GED, the CLC Job Center, Anger Management and COG Thinking Reports and Behavior Modification. COPS is available to all probationers in Adult Probation.
- Involvement in employment procurement program for probationers.
- Training and monitoring interns involved with Adult Probation.
- Continued involvement and facilitation of Spanish COG groups throughout the year.
- Training for all new employees in the Level of Service Inventory-Revised (LSI-R). This is used, in part, to determine risk to the community and likelihood to reoffend.

High Risk Unit

<u>High Risk Unit</u>	<u>Total Number of Active Cases</u>
Total	746
Average Caseload	124.3
Average Non-UM Caseload	141.8

- Combining the supervision of all Interstate Transfer cases, both incoming and outgoing to two officers that are highly trained in this complicated and time sensitive process.
- Cognitive Restructuring (COG) for High Risk Probationers, scheduling, program fidelity and implementation of COG throughout the year.
- General Field Group Reporting restructuring and partnering with DUI Group Reporting.
- General Field Group Reporting providing a monthly Saturday morning Group off site to accommodate probationers reporting who have work schedule conflicts during the week.
- Case Management meetings for Caseload Explorer for updating, reviewing and modifying system to meet departmental needs.

DUI Unit

<u>DUI Unit</u>	<u>Total Number of Active Cases</u>
Total	760
Average Caseload	95.0
Average Non-UM Caseload	102.8

- Expansion and improvement to the Group Reporting Program to allow greater flexibility for reporting for the high risk population.
- Spanish speaking Thinking for a Change program.
- Alcohol testing on all offenders at every face to face contact.
- Utilization of evidenced based case planning techniques at the initial and ongoing stages. Offenders.
- Youthful Offender Programming done in conjunction with the Lake County Coroner's Office for young offenders.
- Training and calibration of the organizations 37 PBT machines.
- Utilization and monitoring of ignition control devices.
- Training and the implementation of an internship program for college students.
- Ethyl Glucuronide (ETG) Alcohol Testing gives a more in depth examination of alcohol use.

Domestic Violence Unit

<u>Domestic Violence Unit</u>	<u>Total Number of Active Cases</u>
Total	356
Average Caseload	71.2
Average Non-UM Caseload	76.3

- All officers are trained in 40 hours of domestic violence counseling to learn this dynamic offender.
- All officers are trained in the ODARA assessment (Ontario Domestic Assault Risk Assessment).
- Adherence to the Cindy Bischoff Law for high risk DV offenders
- Working in conjunction with the State's Attorney, Community Based Corrections, LCJ and local police department on Bischoff cases.
- Setting up and monitoring EMS GPS devices for high risk offenders including exclusion zones for the domestic violence and felony courts.
- Working with the Lake County Domestic Violence Council headed up by State's Attorney Nerheim.
- Trained many domestic violence officers throughout the state of Illinois for the Administrative Office of the Illinois Court.
- Helped the AO develop a DV operations manual.

Sex Offender Unit

<u>Sex Offender Unit</u>	<u>Total Number of Active Cases</u>
Total	314
Average Caseload	69.7
Average Non-UM Caseload	84.2

- Forensic investigation of personal computers for porn, monitoring clients on Facebook, Twitter, Foursquare and other cutting edge social networks.
- Sex Offender Cognitive Outreach Groups (COG) programming.
- Probation Officer who is appointed to the Sex Offender Management Board (SOMB) by Governor's Office.
- Probation Officer who is appointed to the Sex Offender Council in Lake County.
- Probation Officer who is the chairperson of the Illinois Probation and Court Services Association (IPCSA) Sex Offender Committee.
- Adherence to the legislative changes that are implemented two times per year in sex offender matters.
- Monitoring compliance with sex offender registration matters, home plans, location compliance to schools and daycare settings.
- DNA and STD testing as mandated by Illinois law.
- Constant staffing with treatment providers.
- Referral for and monitoring of polygraph testing.

Gender Specific Unit

<u>Gender Specific Unit</u>	<u>Total Number of Active Cases</u>
Total	298
Average Caseload	66.2
Average Non-UM Caseload	79.7

- Gender specific COG programming for female offenders
- Development of a gender specific manual and criteria for acceptance into the unit for high risk females with multiple area of need/concern.
- Seeking treatment agencies that can effectively address the needs of women in trauma.
- Referral and instruction into Seeking Safety groups
- In direct response to nationwide criminal statistics this unit was developed as female offenders have such different issues than men.

Intensive Probation Supervision (IPS) Unit

Intensive Probation Supervision is a prison diversion program. In essence, the court has determined that the offender would be sent to the Illinois Department of Corrections, were it not for the higher level of supervision and accountability that the program provides. The unit also supervises standard probation cases, which constitute the majority of the unit's workload. Currently there are 43 IPS cases under active supervision. The unit is comprised of three Probation Officers and a Unit Manager who supervises a limited caseload, which also includes all sex offender IPS cases. One officer handles intake functions, but this officer also supervises a limited caseload beyond intake as well.

<u>Intensive Probation Supervision (IPS) Unit</u>	<u>Total Number of Active Cases</u>
Total	331
Average Caseload	83.0
Average Non-UM Caseload	99.0

- As the IPS offender caseload declined significantly over the years and surveillance duties of the unit were absorbed by the Probation Field Supervision Unit, the organization showed flexibility by assigning the unit with standard probation cases in addition to IPS cases.
- Utilization of the evidence based Risk Principal was adopted by the unit and levels and protocols of supervision of IPS cases went from a one-size-fit- all approach to one determined by the level of risk, which is determined by the evidence based risk assessment tool, the Level of Service Inventory-Revised (LSI-R).

Probation Field Supervision Unit (PFSU)

The unit's exclusive duties involve the supervision of offenders in their natural environments through home visits, work visits, treatment visits and surveillance. Hours of operation are unconventional done in the evenings, on weekends and holidays. Their caseloads are adjunct to primary assigned officers, thus their clients are duplicative to another officer's. There are four officers, and one Unit Manager, who unlike other Unit Managers does not have a reduced caseload.

<u>Probation Field Supervision Unit (PFSU)</u>	<u>Total Number of Active Cases</u>
Total on Active PFSU	491
Average Caseload	123

- Unit was established in 2005.
- It was originally staffed with one Unit Manager and five officers. Thus, it is down one officer since the unit as established.
- Established and manage evidence room.
- Supervision of Bischoff cases.
- Certification in forensic technology tools: Lantern, Covenant Eyes, Field Search and OS Triage.

COG/Standard Probation Unit

In addition to all other required duties, these officers conduct 20- and 10-week Thinking for a Change-COG groups. It is staffed by two line officers and a Unit Manger.

<u>COG/Standard Probation Unit</u>	<u>Total Number of Active Cases</u>
Total	247
Average Caseload	82.3
Average Non-UM Caseload	107.0

- Due to additional duties of running COG groups, the COG officers originally had caps of 75 on their caseloads. This cap was later removed and groups are conducted in addition to their regular caseload duties.

Specialty Courts

One Unit Manager and three Probation Officers staff the Specialty Court caseloads. The officers are the assigned coordinators of the Drug Court, Mental Health Court and Veteran's Treatment and Assistance Court (VTAC), which in addition to heightened contacts and supervision of clients also involves significant administration-type duties (creating weekly agendas, chairing staffings, organizing events, among other duties).

<u>Specialty Courts</u>	<u>Total Number of Active Cases</u>
Total	78
Average Caseload	26

- Drug Court established in 2005
- Mental Health Court established in 2007
- VTAC established in 2011
- Two SAMHSA grants requiring significant administration time.
- One BJA grant, also involves administrative time.
- Adult Redeploy grant also involving significant administrative duties.

Public Service Employment Unit

The unit consists of five Assistant Probation Officers (formerly clerks) who conduct intakes, monitor completion of hours, manage work sites and submit reports to the court. Their caseloads consist of a very high volume with cases spanning all possible criminal and traffic dispositions including: court supervision, conditional discharge, supervised supervision, probation, intensive probation, and second chance probation. The unit also manages approximately 150 worksites. One Unit Manager assists with the management of the unit.

<u>Public Service Employment Unit</u>	<u>Total Number of Active Cases</u>
Total	2846
Average Caseload	569

The roles and responsibilities of Adult Probation Services have changed

- The introduction and implementation of the Caseload Explorer case management/data collection system.
- Interstate Compact transfer cases (ICOTS)
- Motivational Interviewing, Cognitive Restructuring Programming, Level of Service Inventory (LSI-R), ART, YASI, Family Counseling, Anger Management, Pretrial Risk Assessment Tool
- Spanish Speaking Thinking for a Change (COG)
- The Division operates in Waukegan and utilizes satellite offices located throughout the County (North Branch Court in Round Lake Beach, Park City Branch Court, Zion and Vernon Hills).
- Development and Implementation of new evidenced based case planning techniques at the initial and ongoing stages for all offenders.
- GED programming
- Employment assistance for all offenders.
- Supervision Strategies that are based on the needs and the risk of the offender which allows for officer discretion to have offenders report as much as the PO sees fit based on the risk they pose to the community.
- Quality Assurance for the entire organization and the implementation of an ongoing case review process.
- Trained over 10 PO's in the LSI-R train the trainer program and then provided training for officer statewide for the AO.
- Trained officers statewide in motivational interviewing.
- Reorganization of the entire organization to include 9 new Unit Managers.
- New procedures for the payment of probation service fees for Intrastate cases per AOIC guidelines.
- Less with Less group that looked at old organizational processes and simplified day to day operations.
- Police Relations Committee which strives to improve the working relationship between police and probation.
- STAIRS and Critical incident data used to identify risk situations and make officers safer in their day to day activities.
- Evidence Based Practices meetings with the director to discuss how and why we make changes in the organization and why evidence is so critical to our current job function.
- Pre-Intake Unit gives the supervising officer the freedom to work with the offender and not have to focus on data entry which is imperative to our AOIC numbers.

CONCLUSIONS

Illinois Filings have gone down in the past five years, however in reviewing the Division of Adult Probation Workload data it is evident that offenders placed on probation and/or bond supervision has remained relatively stable. The current documents reflect workload information in the Adult Probation Division by individual specialized units. Workload is distributed by offense and behavior.

The role of the probation officer requires both investigations and case management in order to provide accountability and responsiveness in monitoring the Court's orders as well as provide safety in the community. Based on workload trends for probation, it would be difficult to determine where we could adjust our staff allocation. Each unit has unique roles and responsibilities. The units with the lowest average caseloads are our most high risk or violent offenders that require close monitoring and multiple resources in the community as well as increased statutory requirements. It would be difficult to reduce staff in any position without compromising orders of the Court and safety in the community. Although the five year trend in case filings has gone down probation and pretrial workloads have remained stable and are considered the most cost effective resource for the Criminal Justice System.

Probation Workload Data

<i>As of 12/31</i>															
Adult Probation Active Caseload	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Felony	1523	1511	1647	1599	1823	1973	2257	2255	2283	2651	2346	2115	2040	1985	1825
Misdemeanor	944	1014	1159	1250	995	872	826	824	794	582	907	984	1083	1094	1106
DUI	14	42	112	155	564	535	620	608	621	630	526	586	588	566	805
Traffic	134	34	6	19	212	309	174	177	147	167	214	251	229	206	214
Total Active Caseload	2615	2601	2924	3023	3594	3689	3877	3864	3844	4029	3993	3934	3940	3851	3950

<i>As of 12/31</i>															
Adult Probation Administrative Caseload	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Active (Inter-/Intra-State Cases)	n/a	n/a	n/a	n/a	n/a	n/a	439	524	699	504	782	874	856	830	696
Inactive (Warrant Cases)	n/a	n/a	n/a	n/a	n/a	n/a	227	215	184	87	94	118	103	125	187
Total Administrative Caseload	n/a	n/a	n/a	n/a	n/a	n/a	666	758	883	591	876	992	959	955	883

<i>As of 12/31</i>															
Adult Pretrial Caseload	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Felony Pretrial	234	335	303	297	279	374	421	473	411	366	371	364	339	390	368
Other Pretrial	76	79	133	150	113	82	145	245	232	227	203	227	274	252	317
Total Pretrial Caseload	310	414	436	435	392	456	566	718	598	593	574	591	613	642	685

<i>As of 12/31</i>															
Adult Probation Caseload	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Total Active Caseload	2615	2601	2924	3023	3594	3689	3877	3864	3844	4029	3993	3934	3940	3851	3950
Total Administrative Caseload	n/a	n/a	n/a	n/a	n/a	n/a	666	758	883	591	876	992	959	955	883
Total Pretrial Caseload	310	414	436	435	392	456	566	718	598	593	574	591	613	642	685
Total Adult Probation Caseload							5109	5353	5325	5213	5443	5517	5512	5448	5518

<i>Total for Year</i>															
Investigations	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Pre-Sentence Investigations								325	290	311	239	221	181	205	228
Number of Abbreviated PSI								0	74	39	51	38	36	48	38
PSI Unit Miscellaneous	557	573	583	577	577	644	548	226	135	54	68	47	72	32	94
Number of Pretrial Bond Reports	1659	1652	1742	1646	1622	1597	1621	1909	1774	1949	2046	1823	2098	2077	1872
Number of Record Checks	229	262	268	235	201	103	48	78	125	113	90	102	107	97	102
Number of New Pre-Trial Cases	1257	1746	1466	1606	1461	1585	1895	2143	1999	1763	1671	1456	1596	1616	1804
Total Number of Investigations	3702	4233	4059	4064	3861	3929	4112	4681	4397	4229	4165	3687	4090	4075	4138

<i>Total for Year</i>															
Public Service Unit		2008	2009	2010	2011	2012	2013	2014	2015*						
Hours Successfully Completed		208,876	223,510	222,169	242,288	256,356	252,341	242,642	253,090						
Number of Clients Successfully Completed		1981	2179	2087	1995	1999	2027	1958	2035						

**Projected for 2015*