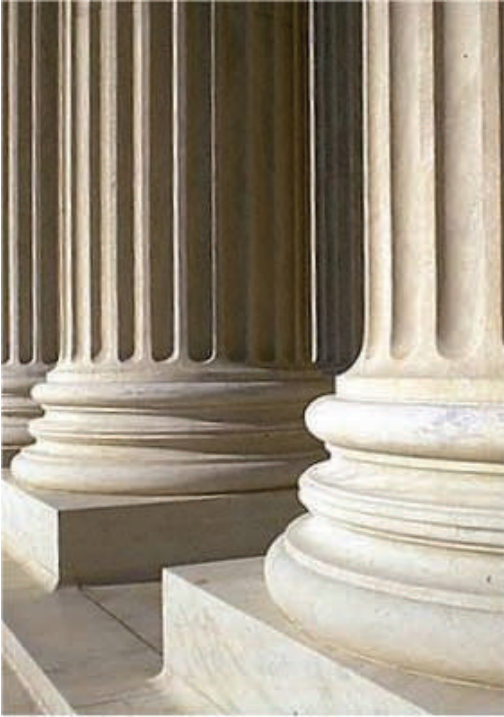


AN OVERVIEW OF LAKE COUNTY

The Administrative Office of the Nineteenth Judicial Circuit Court



2010

LEARN MORE ABOUT OUR SERVICES AND PROGRAMS

Division of Judicial Operations

Division of Adult Probation Services

Division of Juvenile Probation and Detention Services

Division of Psychological Services

Division of Administrative Services

Division of Judicial Information Services

A CLOSER LOOK AT THE NINETEENTH JUDICIAL CIRCUIT'S ADMINISTRATIVE OFFICE

As a Lake County resident or government employee, you may be curious to know how the Court's Administrative Office supports the local court system. This overview has been developed to help you better understand the inner-workings of the Circuit's Administrative Office.

More details on the Administrative Office can also be found on the Nineteenth Judicial Circuit's website. To access the website, type <http://www.19thcircuitcourt.state.il.us>.

We hope you enjoy learning more about us.

How the Administrative Office Is Organized

The Administrative Office of the 19th Judicial Circuit was created in 1974 to reduce the burden of administrative duties and effectively deal with the complexity of the modern court that was being developed by the Circuit Court of Lake County that is headed by the Circuit's Chief Judge.

The Executive Director serves as an appointee of the entire court but is subject to the supervision and direction of the Chief Judge. The Executive Director's primary responsibility is to serve as primary staff to the Chief Judge and to serve as the chief non-judicial officer of the court and to oversee and supervise the operation of all court programs and ensure the smooth operation of and coordination between each of the six operational divisions. The six operational divisions are:

- ⇒ Judicial Operations;
- ⇒ Adult Probation;
- ⇒ Juvenile Probation and Detention Services;
- ⇒ Psychological Services;
- ⇒ Administrative Services;
- ⇒ and Judicial Information Systems.

Additionally, there are two units that provide core support services to the Lake County court — Legal Research Services and Judicial Programs and Process Research. Each unit supports judicial and administrative personnel.

The Executive Director's staff provides technical assistance and administrative support to ensure the day-to-day operations of the court run smoothly, always mindful of the mission of the Nineteenth Judicial Circuit as well as an outlook toward the future needs of the people in Lake County.

DIVISION OF JUDICIAL OPERATIONS

Background

The Division of Judicial Operations encompasses a wide variety of functions in its support of the court's five trial divisions: Law, Family, Felony, Juvenile and Traffic/Misdemeanor. The units comprising the division include Arbitration, Caseflow Management, Jury Operations, Law Library, Kids' Korner, Compliance Program, Court Reporters, Court Interpreters and Office Support.

Judicial Operations coordinates all case activity and daily assignment of judges, in-state and out-of-state training for judges, coordination of all judicial scheduling, jury management, and the monitoring of legislative activity. The division is also involved in a number of projects including public information, Judicial Speakers Bureau, press releases, the court newsletter, Law Day activities, Jury Appreciation Week, and special projects. Much of the work performed by the Judicial Operations Division focuses on developing ideas and programs that improve the economy and efficiency of judicial resources.

Services and Programs Provided

Following is a brief summary of the programs and services the Division of Judicial Operations offers to the Circuit Court of Lake County and the community.

Court Reporting Services

Court reporters are licensed by the State of Illinois. To work in the Illinois court system, an individual must possess an unrestricted Certified Shorthand Reporter's (CSR) license and have passed a proficiency examination. A court reporter must subscribe to an oath to perform their duties faithfully and must comply with all applicable statutes, administrative orders, court rules and regulations.

The primary function of a court reporter is to make a verbatim record of all testimony in a court proceeding and, upon request, produce a written transcript of the proceedings. A court reporter may also provide realtime translation for a hearing impaired individual if they have passed an advanced proficiency exam.

In an average day, a reporter may transcribe from 30,000 to 50,000 words. Additionally, court reporters frequently reference the record for judicial decision making and recordkeeping purposes. They must also maintain and archive stenographic notes and/or electronic media for future use such as preparing transcripts for an appeal.

The Nineteenth Judicial Circuit currently has 19 full-time court reporters on staff. Lake County court reporters prepare, on average, over 75,000 pages of transcript annually and are assigned to felony, limited civil and misdemeanor cases, juvenile, and family courts on a rotating schedule.

Court Interpreters

The Nineteenth Judicial Circuit employs interpreters on both a permanent and contractual basis. Interpreters are appointed whenever the court determines that an accused cannot understand the English language and is incapable of being understood by the court, counsel, or jury. Sign interpreters may be appointed for deaf or hearing impaired persons.

Qualifications for a court interpreter include command of the English and non-English language, familiarity of legal terminology, and the ability to translate written documents. Interpreters take an oath to interpret accurately and to the best of their ability. They also must maintain high standards of personal and professional conduct, remain impartial, provide complete and accurate translations, and maintain confidentiality.

As ethnic diversity continues to expand in Lake County, the need for court interpreters has also increased. In addition to the permanent and contractual interpreters, the court also has available interpreters via the use of a telephone service that offers access to more than 170 different languages.

The need for interpreter services is arranged through the Administrative Office of the Nineteenth Judicial Circuit.

Alternative Dispute Resolution

There are many forms of alternative dispute resolution (ADR) available to people both inside the courts and through private forums. Two of the programs administered through the courts by the arbitration unit are the Mandatory Court-Annexed Arbitration and Civil Case Mediation programs. The arbitration unit office is located outside of the main courthouse complex at 415 W. Washington Street, Suite 106, Waukegan, IL.

Mandatory Court-Annexed Arbitration

Mandatory court-annexed arbitration is a method of ADR for all civil cases seeking only monetary damages between \$10,000 and \$50,000. It may also include small claim cases that require a jury. Arbitration provides for a hearing before a panel of three arbitrators. Arbitrators are retired judges or attorneys who are trained and certified to participate in this forum. A program administrator and an administrative assistant process the necessary paperwork for arbitration.

The Supreme Court Rules and local circuit court rules govern ADR. As prescribed by the local circuit court rules, a hearing is scheduled approximately four to six months after the filing of a lawsuit. This shortened case processing time is intended to avoid the formalities, delay, expense, and complexities of traditional litigation. The Lake County Arbitration Center handles approximately 3,000 cases per year and conducts more than 400 hearings annually. Nearly 450 attorneys are qualified to serve as arbitrators.

Civil Case Mediation

Civil case mediation was implemented in Lake County for civil cases that exceed the limits of the mandatory arbitration program. Civil case mediation allows for a confidential process whereby a court-approved and certified neutral mediator, either selected by the parties involved or appointed by the court, assists the litigants in reaching a mutually acceptable agreement. It is an informal and non-adversarial process. The role of the mediator includes, but is not limited to, assisting the parties in identifying issues, fostering joint problem solving, exploring settlement alternatives, and reaching an agreement.

Since the inception of this program, administered by the arbitration staff, more than 700 cases have used mediation. More than 60% of these cases reached an agreement at the time the mediation was concluded.

Jury Commission

The Lake County Jury Commission is staffed by a full-time jury commissioner (who also serves as the jury commission coordinator) and two full-time clerks. Additionally, the assistant director of Judicial Operations and one of the caseflow coordinators are appointed as jury commissioners to act in conjunction with or in place of the full-time commissioner.

The jury commission is located in the annex section on the main level of the courthouse. The jury assembly room is equipped with vending machines, workstations, televisions, computers and complimentary wireless internet service. A selection of books, magazines, games and puzzles are available to help keep jurors occupied during unavoidable idle times.

Names of prospective jurors are drawn from records of the Illinois Department of Motor Vehicles (DMV) and the Lake County Clerk. All Lake County residents, 18 years of age or older, who are registered voters, licensed drivers or holders of other DMV issued identification cards are eligible for summoning. The jury commission is responsible for determining and summoning prospective jurors in sufficient quantities to meet the needs of the court. Requests for disqualification, excuse or deferral are reviewed on an individual basis and determinations are based upon very specific criteria and documentation requirements.

The term of jury service in Lake County is one week. Jurors are required to monitor an automated information line to determine when they are required to report. This system enables most jurors to go about their usual activities when they are not required to report to the courthouse. Approximately 8,500 Lake County residents report for jury service annually. Thirty-five percent of those reporting are actually impaneled as jurors. The average trial length is 2.4 days.

Judicial Speakers Bureau

The Circuit Court of Lake County offers a Judicial Speakers Bureau where judges are made available to give presentations on various topics that are law related. These presentations are designed to explain, in everyday language, just how our judicial system works.

Judges speak to all types of groups including school classes and assemblies; senior centers; public service organizations; business groups; advocates; and legal associations. Often, judges assist teachers in the classroom by judging mock trials, addressing career programs, assisting with oratorical contests, advising students, and presenting “real life” cases as learning tools.

Caseflow Management

The Caseflow Management Unit, composed of three coordinators, serves as facilitators for evaluating pending caseloads and implementing systems that support effective court calendar management techniques. The coordinators create the working schedules for traffic and driving under the influence courts which consist of more than 50 ticket-writing agencies, 27 prosecuting agencies, and three branch courts.

The official court reporting program is managed by the unit and is responsible for assigning court reporters to courtrooms, preparing rotation assignment grids, tracking prove-ups assignments and assisting attorneys and the general public with transcript requests. Additionally, the unit is responsible for all aspects of the exotic language interpreters program that encompass negotiating hourly rates, hiring, scheduling for adult probation, the courts, and juvenile detention.

The unit produces and coordinates civil law and criminal law schedules which outline yearly trials, motions, and progress call dates. Additionally, the coordinators are responsible for assisting the judges in processing their individual trial calendar and reporting information to trial attorneys. Finally, the unit also compiles statistical reports and provides data on a variety of matters to judges, administrators, the Supreme Court and other outside agencies.

Compliance Program

Staffed by five state sworn probation officers, the Compliance Program was developed in 1995 with three goals: (1) to better utilize judicial and prosecution resources; (2) to create a safer community by monitoring certain individuals in the court system to ensure compliance with the court’s orders; and (3) to increase the collection rate on fines, fees, and costs.

This compliance unit monitors all non-probationary cases of individuals who are placed on court supervision or required to successfully complete the terms of a court order within a given time frame. Following a court disposition, individuals meeting program

guidelines are referred to this unit where an officer will conduct a one-time intake interview with the offender. During this interview, the court's final disposition order is carefully reviewed with the individual, and the officer explains in detail what steps are required in order for them to successfully fulfill the conditions set forth in the order.

The officers continue to monitor the cases to ensure compliance. If non-compliance is determined, a letter is sent to inform the defendant that he/she has a specified number of days to complete the terms of the court imposed requirements before the state's attorney's office or prosecuting attorney is notified. Upon notification, the attorney may then seek additional remedies in court to compel the individual to satisfy the conditions of the disposition imposed by the court.

Kids' Korner

Kids' Korner was founded in 1994 to address the needs of children in the Lake County Courthouse. The mission of Kids' Korner is to provide a safe and enjoyable waiting area to children testifying in court or whose parents or guardians are conducting court business, and to enable the courts to conduct business in an orderly fashion. Each year, Kids' Korner provides a safe haven to approximately 2,300 children involved in the court system.

Kids' Korner protects children from confusing, frightening, and inappropriate adult business or behavior. Prior to opening the waiting room, children in the courthouse were often left unattended while their parents conducted court business. These children were at risk of being adversely impacted by court proceedings affecting themselves or their families. They endured unnecessary stress while waiting to testify in court proceedings.

Children ages 2 to 12 are made to feel safe and secure while at Kids' Korner. They receive sustained and encouraging adult contact and guidance from trained staff and volunteer caregivers at a stressful time in their young lives. Kids' Korner is a very special way that the Lake County Courthouse shows its concern for children and families. There is no fee for this service.

Kids' Korner has several ongoing special projects which rely on generous individual and community donations. One such project is the handmade quilts/blankets made for our kids to provide a little extra comfort and handmade hat/scarf/mitten sets to provide kids with much needed warmth. Two other projects are our "Give-A-Book" project, where every child visiting Kids' Korner chooses a special new or gently loved book to take home and our "Give-An-Animal-A-Home" holiday project where every child, during the holiday season, chooses a new stuffed animal to take home.

Law Library

The William D. Block Memorial Law Library is the legal research library for the court system and the Lake County government offices and is open to the public. The law library collection includes more than 25,000 books, 7,000 microfiche documents, Illinois

legislative materials, and 25 law reviews and periodicals. Additional resources include computers for access to internet-based legal research and word processors for creating and printing documents. The library also maintains a fax document delivery service for the court.

The law librarian continuously updates the collection by adding new, more relevant titles and removing older, outdated materials. The law librarian and library clerks are responsible for the day-to-day operations of the library.

The law library is located on the first floor of the Lake County Courthouse.

The Center for Self-Representation is located in the William D. Block Memorial Law Library and is staffed by the law librarian and library clerks. Although they are prohibited from giving legal advice they do provide guidance, court forms, and other assistance to those who want to represent themselves in court.

DIVISION OF ADULT PROBATION SERVICES

Background

Adult Probation Services is responsible to the court for investigating and supervising offenders and alleged offenders. The division operates many specialized units: DUI, Domestic Violence, Intensive Probation, Public Service, Pretrial, Presentence Investigations, Standard Probation, Sex Offender and Surveillance Units. In addition, specialized services and programs such as the COG, Early Termination, Group Reporting, Therapeutic Intensive Monitoring Court, and the Volunteer Probation Support Program are also important functions.

Services and Programs Provided

Adult Pretrial Unit

The adult pretrial staff interviews defendants in custody and provides the court with verified information that assists the court in determining the type of bond, bond conditions to be imposed, and bond release decisions. Pretrial officers perform home visits and curfew calls, as well as surveillance of defendants released to bond supervision during the evening hours, weekends, and holidays.

Adult Public Services Unit

Public service work as restitution for offenses is often ordered by the court for both probationers and non-probationers. Public service is used as a sanction to make offenders pay back to the communities. A number of nonprofit sites throughout the community are used.

Adult Probation Supervision Unit

Adult probation officers maintain responsibility for the day-to-day supervision and community surveillance of all adults who have been sentenced to probation by the court. When an offender is placed on probation, adult probation officers are responsible for referring these individuals to agencies that provide the services necessary to address the problems relating to their criminality. "**Brokering**" probationers to community service agencies is a fundamental casework tool in redirecting an offender's antisocial behavior.

Adult probation utilizes "**Evidence Based Practices**" to provide the best assessments and interventions that will lead to reduced recidivism.

Domestic Violence Probation Unit

Probation officers are assigned to supervise domestic violence caseloads and work daily with the Probation Field Supervision Unit to closely monitor these high risk cases. Probation strategies, including surveillance, allow the probation officer to enforce the court orders and orders of protection. The Probation Field Supervision Unit regularly checks after hours with the defendant and victims to ensure compliance and the family's safety. Probation officers coordinate with domestic violence treatment programs and contact victims, spouses, and significant others to ensure that appropriate resources are provided.

Intensive Probation Unit

The Intensive Probation Unit consists of selected officers who closely supervise felony offenders whom the court would most likely send to prison if it were not for this program. Office visits, referrals to community resources and surveillance in the community are emphasized. Probationers who successfully complete the one year intensive probation program are then placed under regular probation supervision for the remainder of their sentence.

Presentence Investigation Unit

The Presentence Investigation Unit was created in response to Illinois Statutes requiring the preparation of offender background reports for the judiciary prior to a sentence being imposed. The reports include: (1) investigation of the offender's criminal history, including previous terms of community supervision or incarceration, past or present gang involvement, and history of violence and use of weapons; (2) the offender's personal information, including family of origin, current residence and family relations, educational and employment histories, financial situation, and military history; and (3) the offender's health information, including physical health, mental health, drug and/or alcohol addiction histories, and any previous treatment history. The court is also advised of the impact the crime has had on the victim. The officers analyze the data they have collected and make specific recommendations as to the potential for rehabilitation, risk to the community, and sentencing options available to the courts.

Probation Field Supervision Unit (PFSU)

In keeping with the circuit's move toward the evidence-based practices to focus resources on the highest risk offenders, the Probation Field Supervision Unit (PFSU) began formal operations in July of 2005. This unit provides evening, weekend, and holiday unannounced visits in the community to continuously monitor risk factors. The target offenders are sex offenders, domestic battery offenders, high risk DUI offenders, intensive probation cases, repeat property offenders, gang members, and others who perpetrate a disproportionate number of criminal offenses. The unit was organized from existing surveillance officers who were cross-trained in relapse prevention. The officers perform duties which include home and employment visits, random urinalysis,

monitoring of attendance at evening treatment sessions, compliance with no contact provisions of their court order, and general surveillance duties.

Sex Offender Unit

This specialized supervision unit was created in 1995 to enhance the supervision strategies for convicted sex offenders sentenced to treatment and probation. The unit is comprised of specialized probation officers who monitor all offenders convicted of sex related offenses. This program involves close monitoring of the offender's employment and living arrangements, as well as their participation in sex offender treatment. The officers also assess and implement new laws and monitor the probationer's compliance with payment of fines, fees, and restitution to the victims. Finally, the officers ensure compliance with all court orders, including no contact orders protecting victims and potential victims, as well as any other special conditions that are ordered by the court.

Specialized DUI Unit

The Specialized DUI Unit began in 1986 with a grant from the Administrative Office of the Illinois Courts. This program not only identifies and monitors offenders, but offers intervention techniques and treatment referrals. A case can be assigned to a specialized officer based on an offender's prior arrest history and the results of an evaluation by a licensed agent or agency, with violators being promptly referred back to the court. High risk DUI cases are also referred to Probation Field Supervision Unit to closely monitor sobriety and compliance with court orders. Nine (9) probation officers supervise DUI offenders at this time.

Therapeutic Intensive Monitoring (TIM) Unit

The TIM Unit supervises all clients of Drug Court and Mental Health Court. Additionally, the unit prepares weekly agendas and chairs mental health and drug court staffing meetings which include members from multiple agencies supporting the courts. Members of the Probation Field Supervision Unit augment supervision in the community of both courts.

Our Innovative Programs and Services

Cognitive Outreach Groups (COG) Program

Since January 2002, the Lake County Adult Probation Department has been offering Cognitive Outreach Groups (COG), which are firmly based on the National Institute of Corrections "***Thinking for a Change***" Program. The goals of the program are to increase the number of clients who successfully complete probation, reduce recidivism, and improve clients' abilities to take control of their thoughts, behaviors, and lives.

The concept of the program is based on the belief that our thinking controls our behavior. By taking control of our thinking we take control of our lives. The three main

components of the COG Program are social skills, cognitive self-change, and problem solving. Groups are interactive and meet once a week for a total of 20 lessons. The curriculum requires members to share personal experiences, provide feedback, and to participate in role-playing exercises. Some clients can receive credit for public service hours if they successfully complete the program. Clients may be court ordered to participate in the program or referred to the program by their supervising probation officers, either to increase the client's likelihood of success while on probation or as an administrative sanction.

Based on the success of the original COG Program, the "***Moving On***" cognitive program started in Lake County during July 2007. "***Moving On***" is a 26-week cognitive program developed exclusively for women in the court system. This curriculum focuses on teaching constructive thinking skills to high risk female offenders and assisting them in identifying and mobilizing both personal and community resources.

Early Termination Program

This program proactively reduces the amount of cases on probation caseloads by terminating non-violent, compliant offenders from their sentences early. Eligible offenders have been identified as minimum, low-risk offenders who have completed all conditions of their court orders and supervision. Early termination allows the probation division and other departments of the Lake County court system to strategically place more resources and time into supervising higher risk offenders in the Lake County community, who require more supervision and are a larger threat to public safety. This procedure has also resulted in a reward structure for probationers who comply with their conditions.

Group Reporting Program

Some offenders on probation are determined to be of low risk to the community and less likely to re-offend. It is this population that meets the specific criteria from the general field unit and DUI Unit that allows supervision through the group reporting format. Group reporting is facilitated in collaboration with the College of Lake County.

This program is designed to allow large groups of probationers to report to various sites where presentations are given and reporting forms are collected. The project provides low-risk offenders an opportunity to receive educational information and information on resources that can benefit them. Some topics that may be addressed at group reporting include financial management, substance abuse, domestic violence, and anger/stress management. Additionally, with the assistance of several trained community volunteers, there is an opportunity for "one-on-one" interaction. Probationers that are compliant and complete their conditions of probation may be eligible for early termination of probation.

Therapeutic Intensive Monitoring (TIM) Court

In July 2005, the Nineteenth Judicial Circuit established the Drug Court component of the Therapeutic Intensive Monitoring (TIM) Court and, in January 2007, Mental Health Court was started. The mission of the TIM program is to reduce crime, enhance public safety, and reduce jail populations by rehabilitating drug addicts and mentally ill offenders whose mental illness is the primary reason for their criminality. The mission is accomplished through a comprehensive and intensive therapeutic program.

Each component of TIM Court has an established multidisciplinary team consisting of treatment professionals, probation officials, judges, assistant state's attorneys, and assistant public defenders. Depending on the phase of the program, a defendant can be required to report to court up to once per week. The services provided are extensive and incrementally reduced as the client stabilizes and progresses through the program. Before termination from the program, a long-term aftercare plan is developed to assist the defendant in maintaining a crime-free lifestyle for the remainder of the defendant's life.

The current target population for drug court includes offenders who reside in Lake County, are before the court on a class 2, 3, or 4 non-violent felony charge, and are deemed drug dependent but amenable for treatment. For Mental Health Court, eligibility is dependent on Axis I mental illness diagnosis that is primary to the defendant's criminal conduct, consent of the victim, non-violent history, legal residency, and amenability for treatment. Referral sources include defense attorneys, prosecutors, judges, police, probation officers, and the Lake County Health Department.

Volunteer Probation Support Program

The Nineteenth Judicial Circuit has partnered with the College of Lake County to provide coordination for both Adult and Juvenile Probation Services. Through the probation service's successful group reporting project, volunteers meet with probationers in a group setting at the Grayslake, Vernon Hills, and Waukegan campuses, as well as North Branch Court facilities and the Zion Police Department.

The college recruits, trains, and coordinates the volunteer assignments. The reporting sessions include volunteers meeting individually with their assigned probationer to check compliance status. There may be a speaker arranged for the sessions discussing life skills, educational resources, or other related topics. The unique part of this process is the combination of the community volunteers and the educational component. Two units of Adult Probation Services currently utilize this program – the Adult Probation Supervision and the DUI Units.

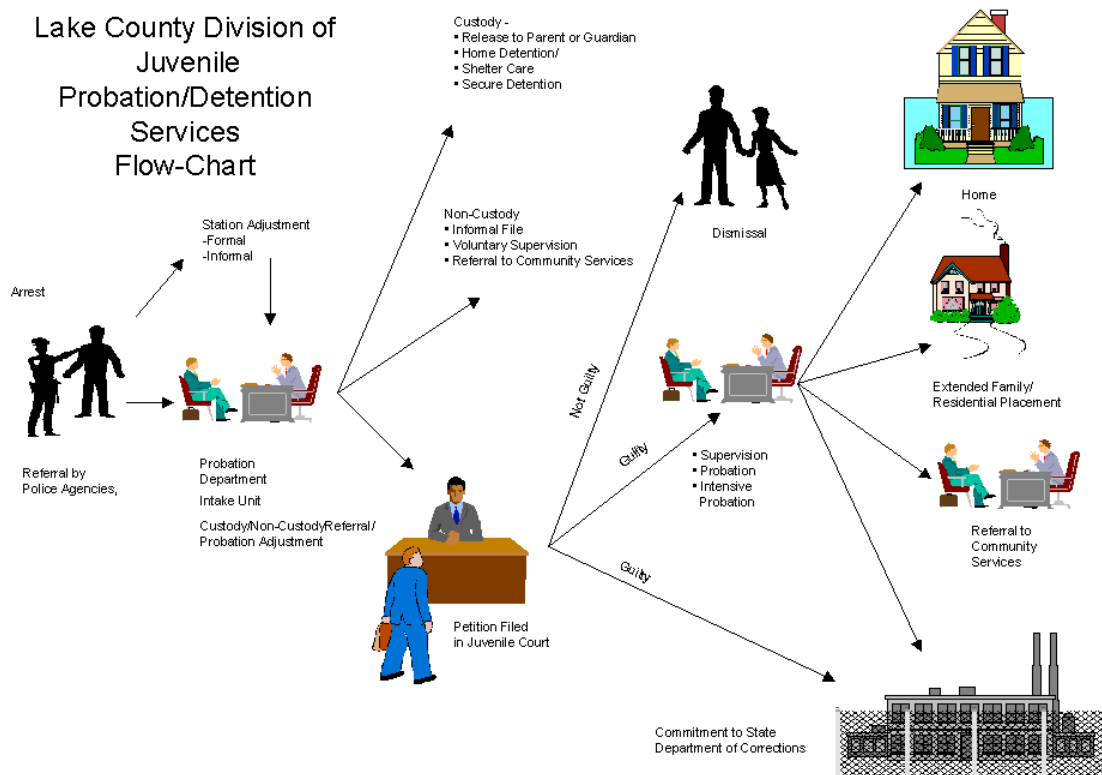
DIVISION OF JUVENILE PROBATION AND DETENTION SERVICES

Background

Juvenile Probation and Detention Services support the mission of the court by serving a juvenile justice system that is dedicated to ensuring the public protection from further acts of juvenile delinquency and assisting in the accountability and rehabilitative needs of youthful offenders.

The outcomes juveniles face when appearing in court include: court supervision, standard probation, residential treatment and corrections. High-risk juveniles may be placed in the Hulse Detention Center pending court hearings. Lower-risk juveniles who have 24-hour adult supervision may be placed on home detention and closely monitored by the court. In addition, the division provides social histories and sentencing options for the courts.

Below is a narrative that describes how Juvenile Probation and Detention Services work:



Services and Programs Provided

Following is a brief summary for each of the services and programs the Division of Juvenile Probation and Detention Services offers to the Lake County court and community.

Admissions and Home Detention Services

The Juvenile Admissions and Home Detention Services Unit is responsible for prompt and efficient processing of all referred police reports alleging delinquent behavior. On average, almost 2,000 referred police reports are processed yearly through the admissions unit. Decisions are made in conjunction with the state's attorney's office as to which cases require formal juvenile court intervention, and which cases may be diverted from the formal court process. Many complaints do not require formal juvenile court processing and are addressed through a comprehensive diversion service and referral network known as the Early Service Program. When appropriate, voluntary supervision contracts of 90-120 days are monitored by admissions personnel through private agencies. One very important aspect of our court diversion programs is for the offender to repay the victim for any out-of-pocket loss they may have experienced due to the crime.

The admissions unit is responsible 24 hours a day for the custody matters where police physically escort juveniles to the detention center and request to have them admitted to the facility. Intake officers screen these custody referrals and make the determination to admit youth to the detention facility or release them back to their parents pending further action. If the youth are admitted to the detention center, admissions personnel perform the following duties:

- ⇒ Provide orientation information to all new admissions for explanation of the rules and regulations;
- ⇒ Conduct initial physical and mental health screening;
- ⇒ Facilitate initial searches;
- ⇒ Store personal property; and
- ⇒ Transport juveniles to and from court hearings and other appointments as needed.

If a juvenile is not admitted to the detention center or is released from the facility, he/she may be placed on home detention. Home detention is a highly structured community-based alternative to secure detention. If placed on home detention, youth receive daily face-to-face contact with their family at home. Home detention staff provide activities for youth to avoid unstructured free time and also assist with the implementation of case plans, crisis intervention, and ongoing supervision of the case.

Juvenile Detention

The Lake County Hulse Detention Center provides secure detention for minors awaiting court hearings. According to juvenile law (Juvenile Court Act), secure custody is required when two conditions exist:

- ⇒ Probable cause that the minor is delinquent; and
- ⇒ Immediate and urgent necessity based upon the minor being harmful to him/herself, others or their property, or that the minor is likely to flee the court's jurisdiction.

The Hulse Detention Center personnel strive to meet the social, psychological, educational, nutritional and recreational needs of the boys and girls admitted to the facility. Full academic programming is required and ongoing. The average stay at Hulse Detention Center is 17 days.

Detention Services

This broad-based group of resources, provided at the level of secure detention, is a comprehensive mix of activities. It includes the following:

- ⇒ Education/school: Educational programming is administered by means of a digital learning program and supervised in-house in conjunction with the Regional Superintendent of Schools Office. The year-round education program is complete with four classrooms, each with 9 computer stations, arts and crafts room, and a large multi-purpose area for group projects and assemblies. A library adjacent to the classroom area rounds out the education program;
- ⇒ Physical education: Provides organized recreation and exercise programs to all residents twice daily;
- ⇒ Public service: Gives detained residents who have court-ordered public service hours the opportunity to complete these hours through specific duties. The detention counselors coordinate with the public service clerk to ensure the court orders are satisfied;
- ⇒ Health education: Provides a curriculum to educate residents regarding the importance of relevant health care issues. Topics include first aid and medical emergency training, personal and dental hygiene, STD and HIV/AIDS information, the physical effects of smoking, drug/alcohol use and good nutrition and wellness;
- ⇒ Mental health: Psychology and social work interns provide a variety of services to youth in need, including testing, therapy, and group counseling. Community agencies also provide additional services as needed;
- ⇒ Spiritual Education: Services are available to residents five times per week through community groups to provide support to the residents during their stay in detention;
- ⇒ Arts and Crafts: Provides residents the opportunity to express themselves artistically and creatively as a supplement to the educational program;

- ⇒ Garden Project: During the growing season, volunteers and staff work with the residents in selecting, planting and harvesting vegetables in an outdoor, secure area of the detention center;
- ⇒ Group programming: After school and evening groups are facilitated by staff and volunteers that address teen oriented issues and gender specific issues.

Juvenile Probation Services

Juvenile Probation Services is responsible for servicing cases formally involved in the juvenile court. (In Illinois, juveniles 16 years old and under as well as 17 year old youth charged with misdemeanor offenses are usually processed by juvenile court and may receive services up to age 21). Social investigations are completed before scheduled hearings to better assist the court in determining the best possible casework plan. (Social investigations are described below.) Juvenile probation officers are responsible for the supervision of delinquent minors and their families after a social investigation has been ordered. Officers work closely with local schools, police, and community agencies to provide the most comprehensive service plan.

Juvenile Programs and Services

Specialized services provided by the juvenile division include Thinking for Change (COG), Gender Specific Groups, Orientation Groups and Community Offender Groups. Officers also work various days during the week at local offices in the community in order to be more available geographically to the cases they service. Various other services are delivered through a number of other community agencies. Evaluation and treatment is available for substance abuse, mental health issues, sexual offending and victimization, domestic violence, and parenting. Both community-based and residential/in-patient programs are used regularly depending on the risk and protective factors of the offender/family.

Social Investigations

Social investigations are ordered by the court after a minor has been found responsible for an offense. Cases are generally assigned to officers according to geographic areas of the county. However, special needs and/or expertise are considered in assigning cases as well. Cases are staffed to determine appropriate case plans and recommendations for the court. Cases are assigned to a field officer at this time using the same guidelines cited above. Cases are classified according to YASI (Youth Assessment Screening Instrument).

After recommendations are decided upon, supervisory approval is obtained. Social investigation reports are comprehensive and contain sections outlining prior delinquency, family history and status, employment information, substance abuse, medical and mental health history, restitution information, victim impact statements, and recommendations to the court regarding a casework plan.

Casework Supervision

After a minor has been placed on supervision/probation, the family meets with a probation officer immediately to review all court orders, discuss concerns, and set an initial home visit. Case supervision includes regular home visits, communication with community agencies, crisis intervention, and monitoring and enforcement of all court ordered conditions. All verified technical violations are dealt with using the Administrative Sanctions Program, in which officers are authorized by the Chief Judge to give consequences for noncompliance. The cooperation of the family and state attorney's approval are also required.

Any new police referrals for delinquent offenses are referred to the court for consideration of a "Violation of Probation" petition. If a violation is proven or the minor admits to it, a new disposition will be given following the same process as in the initial proceedings.

Juvenile detention, home detention, residential placement, and commitment to the Department of Juvenile Justice (corrections), and the Department of Children and Family Services (abuse, neglect and dependency cases) are all options available to the juvenile court. If a minor is age 17 and commits a felony, the adult court system becomes involved and the county jail is utilized if secure custody is ordered. In all cases, incarceration is only used as a last resort when it appears to be in the best interest of the minor or the safety of the community is at risk.

Specialized Probation Caseloads

The Juvenile Probation Unit has specialized caseloads to meet specific needs of clients while providing community protection. Caseloads include:

- ⇒ Sex offender caseload: for clients who have been adjudicated for sex offending behavior;
- ⇒ Spanish speaking: for clients who speak Spanish as their primary language;
- ⇒ Gender specific: female probation officers conduct the social investigation and supervise the period of probation for female offenders. They also provide groups that focus on issues specific to teenage females and their families.

Victim Assistance and Restitution Program

The Victim Assistance and Restitution Program exists to aid juvenile crime victims by protecting their rights as guaranteed by the Illinois Constitution. These rights are enforced by:

- ⇒ Determining (with information from the victim) a fair dollar value of the victim's out-of pocket loss (for stolen or damaged property), medical treatment, counseling, etc. and

- ⇒ Recommending restitution orders in juvenile court or assigning restitution in diversion cases;
- ⇒ Monitoring payment of restitution by juvenile offenders and their parents;
- ⇒ Explaining the procedures of the juvenile justice system and answering questions without compromising the standards of confidentiality mandated by law;
- ⇒ Informing victims of the progress of their cases;
- ⇒ Providing understanding and listening to the complaints, fears, frustrations, and concerns of victims;
- ⇒ Referring victims to agencies through which they can receive help (i.e., counseling agencies, financial assistance, support groups);
- ⇒ Assisting victims with the return of their stolen property that has been recovered by the police;
- ⇒ Informing the victims of their right to submit a Victim Impact Statement to the juvenile court and assisting them in preparing and presenting their statements;
- ⇒ Organizing and administering victim service projects in cases where the victim prefers victim service to monetary restitution;
- ⇒ Conducting victim/offender meetings for the purpose of in-person apologies.

Adoption Investigations

Adoption investigations are conducted only upon receiving a court order to do so. A thorough investigation includes: home visits, background criminal investigations, medical references, employment evaluations, and character references. Upon receiving information, a comprehensive report is prepared with a recommendation to the court. Additionally, a fee is assessed on a sliding fee scale based on the petitioner's income.

Public Service

Public Service is responsible for coordinating and monitoring court ordered public service. This program continuously recruits worksites within the community and develops special projects. Public service is used as a means to hold an offender accountable for his/her actions. Projects are designed to have a positive impact on the offender and the community.

“Jr’s Challenge” Experiential Program

The juvenile division has established an experiential learning program to provide youth on probation and supervision with an opportunity to develop higher levels of self-esteem and increased feelings of self-worth and confidence. Participation in Jr’s Challenge is expected to provide important benefits to youth; however, it is not mandatory and no adverse action is taken as a result of any individual’s inability or unwillingness to fully participate.

Jr’s Challenge is a combination of two elements, a low rope course and a 30-foot high rope course, utilizing methods that benefit teams as well as individuals. It is a safe, on-

site environment designed to push individuals out of comfort zones while building self-esteem and promoting an “I can” attitude. Because some delinquent behavior is the result of experiencing few successes, or many failures, or perceiving low abilities and possibilities, youth and staff benefit from the program’s approach which enables them to work effectively and cooperatively together. Participants are led through a variety of experiences and activities that enable them to better understand teamwork, communication, empowerment, trust, and support — which are critical in building healthy relationships with others. With specially trained agency staff, the program can help develop improved teamwork by building an environment of openness and trust. Juvenile probation clients as well as youth placed on court supervision benefit by increasing confidence in their abilities, breaking down barriers and removing fears. The experience provides youth with opportunities to learn and practice new personal skills. Yet, because of the unique problems related to juvenile delinquency, Jr’s Challenge staff is able to customize the program to address specifically identified problems of individuals or groups.

DIVISION OF PSYCHOLOGICAL SERVICES

Background

Psychological Services is a division of the Administrative Office of the Nineteenth Judicial Circuit and it is committed to making available the highest quality of diagnostic and treatment services to clients. The Division of Psychological Services provides a wide array of services to the Lake County courts, adult and juvenile probation services. These services include conducting psychological evaluations, providing counseling to probationers, consulting with probation staff and coordinating referrals to and monitoring service contracts with community social service providers. Staff of the Division of Psychological Services report to the Director and include doctoral level clinical psychologists, master's level therapists, a licensed clinical social worker, community resource officers, and support staff. In addition, psychological services continues to provide a training program for psychology and social work interns. Psychology interns are trained and assist in psychological assessments referred by adult probation, and social work interns assist with group, individual and family counseling.

Services and Programs Provided

Following is a brief summary for each of the services and programs the Division of Psychological Services offers to the Lake County court and community.

Psychological Assessments

The division conducts a range of assessments including: fitness to stand trial evaluations for the courts; not guilty by reason of insanity evaluations; psychological evaluations of individuals undergoing pre-sentence and pre-plea investigations; mental health evaluations of individuals on probation, including individuals being considered for Therapeutic Intensive Monitoring (T.I.M.) Court. The Psychological Services Division has averaged approximately 600 evaluations a year over the past ten years.

Counseling Services

The division provides numerous counseling services, including individual counseling to both adult and juvenile probationers, addressing a wide range of mental health issues. Family counseling services are provided to juvenile probationers and their families and address issues like communication, limit-setting and effective parenting.

Group counseling is also provided:

- ⇒ Anger management groups for individuals with anger control problems are time limited and use a cognitive-behavioral approach. Psychological Services provides separate groups for juvenile and adult probationers.

- ⇒ Psychological Services provides time-limited parenting groups for the parents of youths on juvenile probation.
- ⇒ Psychological Services also assists probation staff in conducting Cognitive Outreach Groups (COG) and COG aftercare groups.

Families and Community Engaged in Treatment (FACE-IT)

In late 2008, the clinical staff of the residential treatment program, Families and Community Engaged in Treatment (FACE-IT) became part of the Psychological Services Division. FACE-IT is an innovative residential treatment program that was designed and developed to serve delinquent youth within Lake County. The program houses 12 residents and strives to help meet the basic needs of these male juvenile probationers and their families in order to enable them to function productively within society, be self-sufficient, and obtain a sense of dignity and self-worth without criminal behavior. The goals of the FACE-IT program include, but are not limited to, addressing and modifying criminal thinking, mental health issues, family conflict, and educational difficulties utilizing interventions based on evidence-based practices.

Staff Consultation

The staff of psychological services frequently provides consultation to probation staff about the mental health needs of probation clients. This includes assessment of suicide risk for probationers in crisis.

Referrals and Contracts

Psychological Services has three community resource liaisons (two work with adult probation and one for juvenile probation). These individuals maintain working relationships with community service providers and coordinate referrals for probationers in need of services. Psychological services is responsible for overseeing a variety of contracts with community providers for the evaluation and treatment of juvenile and adult probationers. Psychological services also develops requests for proposals for any new contractual services that would benefit probationers. Federal and state funded programs exist within Lake County that are designed specifically to serve delinquent youth on probation and deter further delinquency that could result in detaining or committing the youth to the Department of Juvenile Justice. These programs are coordinated by the community resource liaisons.

The Juror Stress Program

The Juror Stress Program is conducted by psychological services staff trained in critical incident debriefing. Staff are available to conduct one-time individual or group debriefings for jurors that have been traumatized by their jury duty experience. Jurors in need of additional intervention are referred to community service providers.

DIVISION OF ADMINISTRATIVE SERVICES

Background

In late 2008, the budget and finance and human resources units combined to form the Administrative Services Division. The division acts both independently and as a liaison with other Lake County offices and state agencies, including the Administrative Office of the Illinois Courts (AOIC). Division responsibilities include budget and finance matters, grant administration, human resources, and training administration. These areas are summarized below.

Services and Programs Provided

Judicial Budget & Finance is responsible for the preparation and administration of the annual budget and monthly financial status reports. The Nineteenth Judicial Circuit is funded through the State of Illinois and Lake County. The circuit's judges, court reporters and arbitration center receive funding directly from the state. All other circuit employees and activities are budgeted in six different funds of the Lake County budget. Other financial responsibilities include coordinating the purchasing of supplies, furniture and services and processing accounts payable for the circuit.

Grant Administration is an important part of the Administrative Services Division. Staff work with all other divisions to research grant opportunities and apply for new grants from the state and federal government. Grant awards are then monitored to comply with budget and reporting guidelines. Staff prepare quarterly, semi-annual, and annual financial reports as required by the various grant programs.

Judicial Human Resources is responsible for all personnel actions and needs such as:

- ⇒ Recruiting and employee orientation;
- ⇒ Employee benefits and leaves of absence;
- ⇒ Payroll and records management;
- ⇒ Employee recognition and awards programs;
- ⇒ Developing, communicating and interpreting personnel policies and practices;
and
- ⇒ Risk management (safety and security).

Training Administration includes the coordination of training events and record-keeping. Specific responsibilities include:

- ⇒ Coordinating state-mandated, in-house, and other training events;
- ⇒ Maintaining employee records;
- ⇒ Managing training scholarships; and
- ⇒ Researching training opportunities.

DIVISION OF JUDICIAL INFORMATION SERVICES

Background

The Division of Judicial Information Services (JIS) is responsible for all technology related systems and services that support the Nineteenth Judicial Circuit. The division provides 24/7 technical support for computers, multi-media equipment used in courtrooms, audio-visual equipment, servers, video-conferencing, telephones, Telecommunication Devices for the Deaf (TDD), printers, fax machines, copiers and all other related technology to include the monitoring and support of local area network, mainframe systems, wireless networks and security. JIS performs work in researching, evaluating, implementing, maintaining, and training in the various software and hardware systems at the user level. The division develops in-house applications and modules to support the requirements of the organization or of other divisions. The JIS staff support and maintain existing systems and ensure proper backups and a technology plan are in place to implement continuity of operations when an interruption of service occurs. They conduct thorough research and analysis of business processes and make recommendations of appropriate technological solutions. A one-on-one training or a classroom training setup is provided by the staff on a frequent basis. The division coordinates, collaborates and communicates with other justice agencies including the Administrative Office of the Illinois Courts, service agencies, Lake County departments and/or vendors for any technology related initiatives, programs and issues regarding systems and services.

Services and Programs Provided

Administration, User Support and Services

This service is the first level support that responds to help desk calls whether it is through the JIS help desk phone line or through a JIS Help desk support e-mail. This area processes work orders and workflows for customer support and project development. It maintains inventories of software, hardware, user login credentials, and monitors equipment requests and maintenance. In addition, this area collaborates with the project development team to maintain and help users with help guides and documentation.

Application Support Management and Development

This area does research, testing, installation and maintenance of new applications within the court's network and end users. This area works closely with project development and program support to evaluate the needs of the court users and determines best applications for such needs. Application development is one of the key components of this area of services to support the requirements of the organization. In addition, technical documentations and user support instructions are part of the support management of every system.

Hardware Support

This area maintains all hardware technology related systems such as desktops, servers, printers, audio and visual equipment, other multimedia devices, phones, PDAs, cell phones, etc. It maintains hardware inventories of all equipment for user checkout. It also supports the maintenance of workstation images for deployment, network systems (both hard wired and wireless services), servers and daily backups to insure timely restoration of services and data. This includes mobile devices such as laptops, PDAs (personal digital assistant), mobile phones and other mobile or portable devices. The services in this area include instruction on how to use the various equipment and assistance to all users. It maintains logistics of hardware locations and types of devices used on or off the network.

Project Development and Program Support

For new and existing application requests, this area designs, develops and deploys web-based resources and application for internal use and for public access. The support and services of this area ensure that it meets the requirements of the business processes and promote the efficiency of the system. This supports the maintenance of the public facing website and the internal portal for internal user access. It manages and directs vendor resources for integration into workflows and business processes.

CORE SUPPORT UNITS

Background

There are two units that provide support services to the court as well as the other divisions. The units report directly to the Executive Director and their activities mainly focus on research and evaluative measurements of the court's programming.

Services and Programs Provided

Judicial Programs and Process Research Unit

The Judicial Programs and Process Research Unit supports the mission of the court by providing statistical analysis and evaluation of court services and programs to determine progress towards meeting defined court organizational goals and objectives, which assists in the effective management of the judicial system by promoting accountability, responsiveness, and continuous improvement throughout the court organization.

The Judicial Programs and Process Research Unit manages and facilitates the SMAART Performance Management Program, a performance-based planning, measurement, and improvement process which assists and supports judicial staff in developing, monitoring, and communicating the results of projects that are aligned with the court's strategic plan.

Legal Research Services Unit

Legal Research Services is staffed by attorneys who are licensed to practice in Illinois. Each summer the unit is augmented by interns from law schools throughout the country. Additionally, students may work with the unit as externs while attending law school.

The most senior staff attorney serves as unit manager to facilitate workflow, centralize communications, and represent the other unit members when needed. Legal Research Services provides legal support to Lake County's judges as well as to the Executive Director and six division directors. For the judges, the unit performs legal research and writing on a variety of civil and criminal topics. In addition, the unit regularly compiles, edits, and updates bench materials for the courts. Further, the unit provides legal support to judicial committees and assists with local rules, court forms, and new legislation.

For the Executive Director and the division directors, the unit provides legal assistance in a variety of areas. The unit anticipates and evaluates new legislation and prepares policy recommendations. Further, the unit acts as a legal liaison to the division directors and considers issues unique to their division.

KEY CONTACTS	
ADMINISTRATIVE OFFICE:	
<i>Division of Judicial Operations</i>	847.377.3600
Court Reporters	
Court Interpreters	
Caseflow Management	
Alternative Dispute Resolution	847.360.5747
Compliance Program	847.377.3807
Jury Commission	847.377.4600
Jury Info Line	847.377.JURY (5879)
Judicial Speakers Bureau	847.377.3818
Kids' Korner	847.377.3825
Law Library	847.377.2800
<i>Division of Adult Probation Services</i>	847.377.4504
Public Service Program	
Pretrial Services	847.377.4506
<i>Division of Juvenile Probation & Detention Services</i>	847.377.7800
<i>Division of Psychological Services</i>	847.377.4504
<i>Division of Administrative Services</i>	847.377.3820
<i>Division of Judicial Information Services</i>	847.377.3600
<i>Core Support Units</i>	847.377.3600