

MISSION

Probation is the presumptive sentence for most criminal offenses and the component of the criminal justice system whose primary mission is rehabilitation. The Adult Probation Department (APD) supervises sentenced individuals, assesses pretrial risk, and supervises pretrial defendants.

MANDATES

APD operates in accordance with Illinois Compiled Statutes: 730 ILCS 110, Probation and Probation Officers Act; 730 ILCS 115, Probation Community Service Act; 725 ILCS 185, Pretrial Services Act; the Cindy Bischof Law; and 725 ILCS 5/110-5 and 725 ILCS 5/110-10, Code of Criminal Procedure of 1963, determining the amount of bail and conditions of release.

OPERATIONAL HIGHLIGHTS: 2023 INITIATIVES AND OUTCOMES

As of June 2023, APD had an active caseload of about 16,000 sentenced individuals and about 5,000 defendants supervised by the Pretrial Services Division. The department's core programs include pretrial services, standard probation supervision, electronic monitoring, and staffing for the Circuit Court's problem-solving courts. Pretrial Services has continued to prepare for changes to the pretrial process resulting from the Pretrial Fairness Act. Even with these preparations, over 80% of defendants under supervision attend all court hearings and about 80% remain arrest free while in the community. The continued push to reduce the use of pretrial incarceration has also led to a steady increase in the number of individuals with a curfew being monitored by the Home Confinement Unit. We expect this trend to continue as the Pretrial Fairness Act is implemented.

APD has also made significant progress in implementing Core Correctional Practices across the department. A new policy was issued in June 2023 and major training and coaching components will follow in Fall 2023. This initiative incorporates effective supervision strategies for people on probation and ongoing coaching for staff skill development. The department continued to focus on data sharing and collaboration, including initiatives to send data to the Illinois Supreme Court and data sharing with CountyCare to ensure eligible individuals are enrolled in Medicaid.

OPERATIONAL OPPORTUNITIES: 2024 INITIATIVES AND GOALS

Adult Probation will continue to support the implementation of evidence-based practices, focusing on cognitive behavioral interventions and Core Correctional Practices. These initiatives will accompany the department's return to "normal" operations, including in-person reporting, field work, and in-person training. Building on the lessons learned from COVID-19 operations, including remote work policies and increased use of technology will be an important piece of this transition.

The department will also begin a pilot program to shift certain operations to be less dependent on paper. This initiative will focus on existing processes that can be more easily moved to a digital format, including paperwork and work flows. Transitioning towards electronic processes will help limit APD's environmental impact, improve efficiency, and enhance security.

With the implementation of the Pretrial Fairness Act, Adult Probation will begin shifting operations within Pretrial Services to accommodate the elimination of money bail and address the effects of this change. This will include additional staffing for detention hearings and the potential for increased caseloads for pretrial supervision and electronic monitoring. Adult Probation will continue to pursue its goal of 100% completion of the Public Safety Assessment for eligible pretrial defendants to ensure the courts have accurate and reliable information when making release decisions.

Performance Metric Name	2021 Actual	2022 Actual	2023 Target	2023 Projection	2024 Target
Number of Public Safety Assessments completed	20,103	19,000	20,000	20,000	20,000
Average number of Public Safety Assessments completed daily	55	52	55	55	55
Percentage of eligible defendants assessed with the Public Safety Assessment	98%	97%	100%	98%	100%
Cost per Public Safety Assessment, direct salary and payroll fringe costs	\$170	\$168	\$160	\$160	\$220

BUDGET HIGHLIGHTS

- Investments in staffing and hiring to address changes with the Pretrial Fairness Act.
- Continued investments in treatment and supportive interventions for individuals under supervision.
- Supporting staff training and development to ensure adherence to evidence-based practices.

Appropriations (\$ thousands)				
Fund Category	2021 Adopted	2022 Adopted	2023 Adopted	2024 Approved & Adopted
Public Safety Fund	52,604	54,158	51,444	55,622
Special Purpose Funds	-	-	5,879	6,012
Grants	345	221	-	-
Total Funds	\$52,949	\$54,379	\$57,323	\$61,634
Expenditures by Type				
Personnel	47,945	49,572	53,109	56,177
Non Personnel	5,004	4,807	4,214	5,457
Total Funds	\$52,949	\$54,379	\$57,323	\$61,634
FTE Positions	555.0	555.0	590.0	586.0

Program Description		2023		2024	
		FTE Pos.	Adopted	FTE Pos.	Adopted
10155-Administration	Supervises departmental operations and manages administrative functions.	40.0	3,232,789	43.0	3,958,376
14805-Home Confinement	Monitors curfews and locations of individuals on probation and pretrial supervision through radio frequency electronic monitoring (EM) and Global Positioning System (GPS) technology.	80.0	11,475,036	79.0	12,201,736
17985-Presentence Investigation Unit	Writes pre-sentence investigations to assist the court in determining appropriate sentences in felony cases.	12.0	1,200,185	11.0	1,207,065
17990-Pretrial Services	Provides community based services, assessments or surveillance offered to youth/adult awaiting trial in the court system	151.0	13,882,937	146.0	14,634,029
19825-Supportive and Clerical	Collects probation files, and enters, processes and prepares the work compiled by the probation officers.	32.0	2,076,975	32.0	2,135,899
35710-Problem Solving Courts	Provides treatment; intensive judicial and community supervision; an escalating system of rewards/sanctions; mandatory drug testing; several grant funded and other special programs.	21.0	2,415,726	21.0	2,664,390
35715-Targeted Intervention	Addresses risks and issues associated with domestic violence offenders through supervision and treatment.	42.0	3,950,547	40.0	4,243,004
35720-Standard Probation Supervision	Assists offenders in complying with their sentences through guidance, surveillance, and referrals to service providers for treatment, education, and employment services.	212.0	19,075,498	214.0	20,424,034
21120-New/Replacement Capital Equipment	Funds appropriated for the procurement of capital equipment and services.	-	-	-	165,000
Total		590.0	\$57,309,693	586.0	\$61,633,533

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Account	2023 Approved & Adopted	2024 Approved & Adopted	Difference
Personal Services			
501005-Salaries and Wages of Employees With Benefits	42,841,173	45,543,527	2,702,354
501165-Planned Salary Adjustment	538,446	550,200	11,754
501210-Planned Overtime Compensation	225,000	253,500	28,500
501510-Mandatory Medicare Cost	669,054	702,649	33,594
501540-Worker's Compensation	378,910	435,954	57,044
501585-Insurance Benefits	8,269,430	8,496,666	227,236
501765-Professional Develop/Fees	127,050	134,500	7,450
501835-Transportation and Travel Expenses	60,000	60,000	-
Personal Services Total	\$53,109,063	\$56,176,996	\$3,067,932
Contractual Service			
520029-Armored Car Service	3,000	5,250	2,250
520149-Communication Services	296,048	384,161	88,113
520259-Postage	45,000	25,000	(20,000)
520279-Shipping and Freight Services	500	500	-
520485-Graphics and Reproduction Services	57,018	59,350	2,332
520725-Loss and Valuation	2,000	2,300	300
520825-Professional Services	1,157,027	1,142,591	(14,436)
521200-Laboratory Testing and Analysis	275,000	408,500	133,500
Contractual Service Total	\$1,835,593	\$2,027,652	\$192,059
Supplies & Materials			
530100-Wearing Apparel	18,000	17,675	(325)
530600-Office Supplies	145,000	155,000	10,000
530635-Books, Periodicals and Publish	177,135	142,165	(34,970)
530700-Multimedia Supplies	70,000	65,000	(5,000)
531645-Computer and Data Processing Supplies	105,000	90,000	(15,000)
Supplies & Materials Total	\$515,135	\$469,840	\$(45,295)
Operations & Maintenance			
540129-Maintenance and Subscription Services	4,390,580	5,084,865	694,285
540245-Automotive Operations and Maintenance	55,000	55,000	-
540345-Property Maintenance and Operations	31,969	33,706	1,737
Operations & Maintenance Total	\$4,477,549	\$5,173,571	\$696,022
Rental & Leasing			
550005-Office and Data Processing Equip Rental	25,000	27,500	2,500
550029-Countywide Office and Data Processing Equip Rental	35,856	47,974	12,118
550129-Facility and Office Space Rental	45,000	45,000	-
Rental & Leasing Total	\$105,856	\$120,474	\$14,618
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	75,351	-	(75,351)
580379-Appropriation Adjustments	(45,883)	-	45,883
580419-Appropriation Transfer	(8,628,930)	(8,346,740)	282,190
Contingencies & Special Purpose Total	\$(8,599,461)	\$(8,346,740)	\$252,721
Operating Funds Total	\$51,443,735	\$55,621,793	\$4,178,058

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2023		2024	
		Approved & Adopted		Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
10155-Administration					
0046-Admin Assistant I	12	6.0	352,558	-	-
0047-Admin Assistant II	14	5.0	321,108	5.0	339,127
0048-Administrative Assistant III	16	6.0	402,379	5.0	345,459
0050-Administrative Assistant IV	18	4.0	340,134	5.0	431,667
0051-Administrative Assistant V	20	2.0	173,241	2.0	174,370
0072-Exec Asst to Director	23	1.0	118,194	1.0	128,404
0251-Business Manager I	18	3.0	225,817	3.0	243,490
0293-Administrative Analyst III	21	1.0	117,605	1.0	124,457
0595-Director of Program Services	22	7.0	758,937	8.0	881,898
1562-Chief Adult Probation Officer	24	1.0	151,875	1.0	180,868
1579-Asst Chief Adult Probation	23	2.0	261,426	2.0	282,230
4225-Warehouse Records Clerk IV	13	1.0	67,947	1.0	70,153
5801-Administrative Support V	17	1.0	71,151	1.0	74,826
9709-Case Manager - PSC	18	-	-	2.0	116,626
9764-Fee Unit Cashier	13	-	-	6.0	382,419
		40.0	\$3,362,374	43.0	\$3,775,992
14805-Home Confinement					
0046-Admin Assistant I	12	1.0	46,064	1.0	50,820
1437-Electronic Monitoring Tech	13	13.0	754,490	13.0	812,858
1561-Adult Probation Officer	PS1	1.0	61,304	1.0	65,538
1564-Supervisor Adult Probation	PS3	4.0	385,996	3.0	291,385
1565-Adult Probation Intensive	PS2	20.0	1,316,885	20.0	1,385,921
1571-Adult Probation Officer- PSC	PSC	32.0	3,078,872	31.0	3,093,079
1579-Asst Chief Adult Probation	23	1.0	135,012	1.0	143,824
5785-Adult Probation Weapons Supv	PS3W	7.0	703,685	8.0	840,980
6696-Adult Probation Deputy Chief	22	1.0	113,951	1.0	123,021
		80.0	\$6,596,259	79.0	\$6,807,424
17985-Presentence Investigation Unit					
0672-Pretrial Officer I- PSB	PSB	2.0	162,348	1.0	100,445
1561-Adult Probation Officer	PS1	2.0	131,377	2.0	144,937
1567-Adult Probation Officer- PSB	PSB	7.0	655,526	7.0	695,388
5785-Adult Probation Weapons Supv	PS3W	1.0	107,879	1.0	114,165
		12.0	\$1,057,130	11.0	\$1,054,935
17990-Pretrial Services					
0046-Admin Assistant I	12	1.0	63,448	1.0	67,142
0524-Supervisor Pretrial Services	PS3	10.0	1,016,555	10.0	1,081,923
0526-Pretrial Officer I	PS1	65.0	4,079,988	64.0	4,354,753
0672-Pretrial Officer I- PSB	PSB	31.0	2,843,766	32.0	3,054,735
1561-Adult Probation Officer	PS1	17.0	1,092,578	17.0	1,190,152
1564-Supervisor Adult Probation	PS3	6.0	529,637	6.0	605,883
1567-Adult Probation Officer- PSB	PSB	18.0	1,634,359	13.0	1,277,137
6697-Adult Probat DepChief Pretrial	22	3.0	331,689	3.0	358,096
		151.0	\$11,592,021	146.0	\$11,989,821
19825-Supportive and Clerical					
0046-Admin Assistant I	12	7.0	420,404	7.0	433,900

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2023 Approved & Adopted		2024 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0907-Clerk V	11	25.0	1,254,396	25.0	1,406,531
		32.0	\$1,674,800	32.0	\$1,840,431
35710-Problem Solving Courts					
0524-Supervisor Pretrial Services	PS3	1.0	89,439	1.0	98,670
0526-Pretrial Officer I	PS1	7.0	450,534	7.0	473,948
1561-Adult Probation Officer	PS1	3.0	192,681	3.0	209,810
1564-Supervisor Adult Probation	PS3	2.0	185,761	2.0	216,126
1567-Adult Probation Officer- PSB	PSB	6.0	550,430	6.0	586,972
5785-Adult Probation Weapons Supv	PS3W	1.0	107,879	1.0	114,165
6696-Adult Probation Deputy Chief	22	1.0	108,037	1.0	136,824
		21.0	\$1,684,761	21.0	\$1,836,514
35715-Targeted Intervention					
0524-Supervisor Pretrial Services	PS3	1.0	89,439	1.0	98,670
0526-Pretrial Officer I	PS1	8.0	497,333	8.0	538,761
0672-Pretrial Officer I- PSB	PSB	1.0	92,357	1.0	96,581
1561-Adult Probation Officer	PS1	6.0	386,569	5.0	345,657
1564-Supervisor Adult Probation	PS3	2.0	205,487	2.0	196,832
1567-Adult Probation Officer- PSB	PSB	11.0	1,010,641	11.0	1,081,469
1571-Adult Probation Officer- PSC	PSC	6.0	594,327	5.0	518,430
6671-Mental Health Officer II	PSB	6.0	518,580	6.0	553,572
6696-Adult Probation Deputy Chief	22	1.0	129,293	1.0	122,072
		42.0	\$3,524,026	40.0	\$3,552,043
35720-Standard Probation Supervision					
0524-Supervisor Pretrial Services	PS3	2.0	200,955	2.0	213,185
0526-Pretrial Officer I	PS1	38.0	2,512,889	38.0	2,720,532
0595-Director of Program Services	22	1.0	108,711	-	-
0672-Pretrial Officer I- PSB	PSB	2.0	186,181	2.0	169,337
1561-Adult Probation Officer	PS1	76.0	4,778,910	83.0	5,545,185
1564-Supervisor Adult Probation	PS3	21.0	2,122,836	22.0	2,325,448
1567-Adult Probation Officer- PSB	PSB	66.0	6,070,013	62.0	6,003,737
5785-Adult Probation Weapons Supv	PS3W	1.0	93,569	1.0	107,058
6671-Mental Health Officer II	PSB	1.0	94,915	-	-
6696-Adult Probation Deputy Chief	22	4.0	481,340	4.0	516,886
		212.0	\$16,650,317	214.0	\$17,601,368
Total Salaries and Positions		590.0	\$46,141,688	586.0	\$48,458,528
Turnover Adjustment		-	(3,300,515)	-	(2,915,001)
Operating Fund Totals		590.0	\$42,841,173	586.0	\$45,543,527

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2023 Approved & Adopted		2024 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	25.0	1,254,396	25.0	1,406,531
12	15.0	882,475	9.0	551,862
13	14.0	822,437	20.0	1,265,430
14	5.0	321,108	5.0	339,127
16	6.0	402,379	5.0	345,459
17	1.0	71,151	1.0	74,826
18	7.0	565,952	10.0	791,782
20	2.0	173,241	2.0	174,370
21	1.0	117,605	1.0	124,457
22	18.0	2,031,958	18.0	2,138,798
23	4.0	514,632	4.0	554,457
24	1.0	151,875	1.0	180,868
PS1	223.0	14,184,162	228.0	15,589,271
PS2	20.0	1,316,885	20.0	1,385,921
PS3	49.0	4,826,104	49.0	5,128,121
PS3W	10.0	1,013,013	11.0	1,176,368
PSB	151.0	13,819,116	141.0	13,619,372
PSC	38.0	3,673,198	36.0	3,611,508
Total Salaries and Positions	590.0	\$46,141,688	586.0	\$48,458,528
Turnover Adjustment	-	(3,300,515)	-	(2,915,001)
Operating Funds Total	590.0	\$42,841,173	586.0	\$45,543,527