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PROCEDURAL MANUAL

FOR

ILLINOIS ADULT PROBATION CLASSIFICATION SYSTEM

INCIS

JUL 24 1987

ACQUISITIONS

Administrative Office of the Illinois Courts

Probation Division

1984



ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

PROBATION DIVISION

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These materials are organized for training purposes to launch the Adult Probation Classification System within the State of Illinois. Under P.A. 83-982, the classification system plays a major role in implementing workload standards, and differentiating the supervision of probationers according to their propensity to commit further criminal acts and their need for intervening community services. It shall be the responsibility of the county probation administrator to institute and maintain the classification system within his/her department, under the supervision and assistance from the Probation Division.

The current Illinois Adult Probation Classification System has been modified from its original form as a result of nearly two years of experience in select counties, plus a series of meetings with probation personnel across the state who have varying degrees of familiarity with the classification system. These training materials reflect the collective input and modifications identified over recent months.

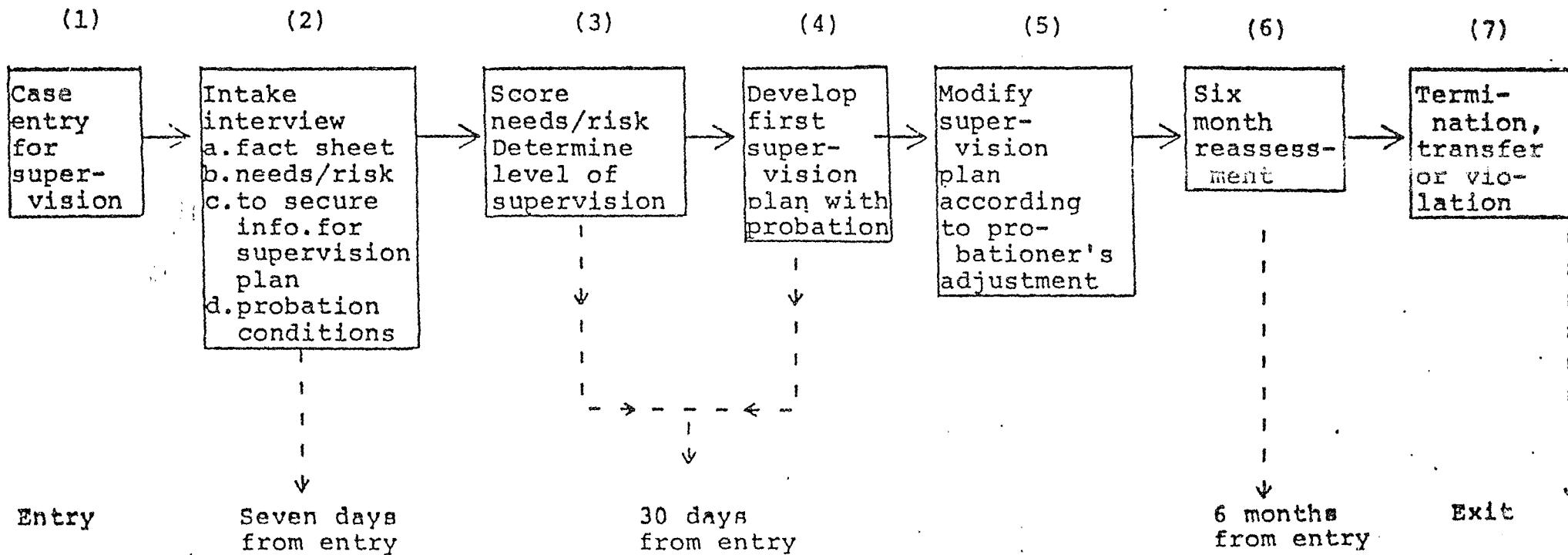
The first sheet of the attached materials is a flow chart of the modified classification system. Above each box in the flow chart is a number. The numbers are used to correspond to the other pages of the attached materials which serve as brief explanations. The system is designed to be flexible enough to allow individual departments to make adaptations to meet their needs.

The organization of the attached materials is as follows:

- 1 - Case Entry for Supervision
- 2 - The Intake Interview and Interview Outline
- 3 - Scoring Needs and Risk and Supervision Standards
- 4 - The First Supervision Plan
- 5 - Ongoing Supervision Plans
- 6 - Reassessment of Supervision Levels
- 7 - Termination of Supervision
- 8 - Supervisors Role With Classification System
- 9 - Chief Managing Officer's Role With Classification System

FLOW CHART

PROBATION CLASSIFICATION SYSTEM



1. Case Entry for Supervision

The classification system is designed to be used with all adult cases including felony, misdemeanor, and traffic offender. The system is to be used as a tool to aid the department and officer in supervision of probationers. It should not be used in any way as a part of a presentence investigation.

Case entry for supervision means admission to the department either from the court or from a transfer under the provisions of the Interstate Compact. Court cases may or may not have a presentence investigation.

Each probation department must establish procedures for the admissions of new cases for supervision. In some instances an intake officer or intake unit might be preferable to some form of case assignment to a given officer. Some departments might choose to organize their staff work assignments according to geographic boundaries which would lend itself to direct case assignment without the need for an intake officer or intake unit. Whichever system is employed by a probation department, it must be designed so that the intake interview can be conducted within seven days from the date the probationer enters the department for supervision. For definitional purposes, entry means the date the probationer is placed on probation by the Court or the date the department receives the request for supervision under the provisions of the Interstate Compact.

at least once every other month. Police and arrest records shall be checked monthly. Collateral contacts should be made as required. (Maximum supervision under this addendum requires two hours of service each month).

Medium: Probationers assigned to medium supervision shall be seen at least once a month in a face-to-face contact by the probation officer. Home visits should be conducted as needed. Verification of residence, employment and police arrests shall be made at least once every other month. Collateral contacts should be made as required. (Medium supervision under this addendum requires one hour of service each month).

Minimum: The supervision standards for minimum supervision under this addendum shall be the same as the regular supervision standards.

ILLINOIS ADULT PROBATION CLASSIFICATION SYSTEM

County _____ Judicial Circuit _____
ASSESSMENT OF ADULT PROBATIONER RISK

Probationer's Name _____ Dept. ID # _____
Assessment Date _____ Officer's Name _____
Sentencing Date _____ Expiration Date _____

Table with 3 columns: Description, Score, and SCORE. Rows include: Number of Address Changes in Last 12 Months, Percentage of Time Employed in Last 12 Months, Alcohol Usage Problems, Other Drug Usage Problems, Attitude, Age at First Conviction, Number of Prior Periods of Probation/Parole Supervision, Number of Prior Probation/Parole Revocations, Number of Prior Felony Convictions, Convictions or Juvenile Adjudications for, Conviction or Juvenile Adjudication for.

TOTAL _____

ILLINOIS ADULT PROBATION CLASSIFICATION SYSTEM

County _____

Judicial Circuit _____

ASSESSMENT OF ADULT PROBATIONER NEEDS

Probationer's Name _____ Dept ID # _____
Last First MiddleAssessment Date _____ Officer's Name _____
Mo. Day YearSentencing Date _____ Expiration Date _____
Mo. Day Year

ACADEMIC/VOCATIONAL SKILLS

High school or -1 above skill level	0	Adequate skills; able to handle every- day requirements	+2	Low skill level causing minor ad- justment problems	+4	Minimal skill level causing serious ad- justment problems	SCORE _____
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EMPLOYMENT

Satisfactory employ- -1 ment for one year or longer	0	Secure employment; no difficulties reported; or homemaker, student or retired	+3	Unsatisfactory employ- ment; or unemployed but has adequate job skills	+6	Unemployed and virtually unemploy- able; needs training	_____
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FINANCIAL MANAGEMENT

Long-standing pattern -1 of self-sufficiency; e.g., good credit	-0	No current difficulties	+3	Situational or minor difficulties	+5	Severe difficulties; may include over- drafts, bad checks or bankruptcy	_____
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MARITAL/FAMILY RELATIONSHIPS

Relationships and -1 support exception- ally strong	0	Relatively stable relationships	+3	Some disorganization or stress but potential for improvement	+5	Major disorganization or stress	_____
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COMPANIONS

Good support and -1 influence	0	No adverse relationships	+2	Associations with occasional negative results	+4	Associations almost completely negative	_____
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EMOTIONAL STABILITY

Exceptionally well -2 adjusted; accepts responsibility for actions	0	No symptoms of emo- tional instability; appropriate emotional responses	+4	Symptoms limit but do not prohibit adequate functioning; e.g., excessive anxiety	+7	Symptoms prohibit adequate functioning; e.g., lashes out or retreats into self	_____
---	---	--	----	---	----	---	-------

ALCOHOL USAGE

	0	No interference with functioning	+3	Occasional abuse; some disruption of functioning	+6	Frequent abuse; serious disruption; needs treatment	_____
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OTHER DRUG USAGE

	0	No interference with functioning	+3	Occasional abuse; some disruption of functioning	+5	Frequent abuse; serious disruption; needs treatment	_____
--	---	-------------------------------------	----	--	----	---	-------

MENTAL ABILITY

	0	Able to function independently	+3	Some need for assis- tance; potential for adequate adjustment; possible retardation	+6	Deficiencies severely limit independent functioning; possible retardation	_____
--	---	-----------------------------------	----	--	----	--	-------

HEALTH

	0	Sound physical health; seldom ill	+1	Handicap or illness interferes with function- ing on a recurring basis	+2	Serious handicap or chronic illness; needs frequent medical care	_____
--	---	--------------------------------------	----	--	----	--	-------

SEXUAL BEHAVIOR

	0	No apparent dysfunction	+3	Real or perceived situational or minor problems	+5	Real or perceived chronic or severe problems	_____
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OFFICER'S IMPRESSION OF PROBATIONER'S NEEDS

-1 Indirect; Unsupervised	0	Minimum	+3	Medium	+5	Maximum	_____
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TOTAL _____

ADMISSION

RISK ASSESSMENT: When completing this form, the officer should first direct attention to the case information at the top of the page. Note that this information is to be typed if at all possible. Next, the officer will direct his/her attention to the 11 scoring items that comprise the Risk Assessment form. The first 10 items are predictive in nature having been formed to correspond closely to the probationer's risk of future law violation. The final item, "Conviction of Juvenile Adjudication for Assaultive Offense," is not predictive but rather is included in response to concern for community safety. The 11 items are to be scored in accord with the following guidelines.

"NUMBER OF ADDRESS CHANGES"

The officer is not to interpret the probationer's responses in this area. Rather, the number of address changes is to be taken at face value. Thus, any probationer having two or more address changes in the past 12 months would be scored "3." Temporary address changes should be included in scoring.

"PERCENTAGE OF TIME EMPLOYED"

The scoring of this item is relatively straightforward with only two comments in order. First, the category "not applicable" would be used for students, homemaker or the disabled. It is intended for individuals who are not reasonably expected to be part of the labor force. A second comment involves part-time employment. Part-time employment can be averaged (as can periods of unemployment). Thus, an individual employed 20 hours per week for the entire 12 month period would be rated 50% and scored a "1."

"ALCOHOL USAGE PROBLEMS"

The key to scoring this item is found in the phrase "interference with functioning." The officer is not to make a judgement based simply on numbers of drinks consumed per day or information of that nature. Rather, does the probationer's drinking interfere with his/her ability to function and meet day to day demands. Indications of problems in this area would thus include such things as arriving late for work due to hangover, frequent drunken quarrels at work or home, excessive expenditures on alcohol etc.

"OTHER DRUG USAGE"

The scoring of this item is similar to that of the "alcohol" item with one important difference. The officer must bear in mind that drug usage may itself be in violation of the law and thus is much more threatening to the probationer's remaining out of legal trouble. The officer should be attuned to problems stemming from legal drug usage as well. In this regard, prescriptions which the probationer may have should be scrutinized in terms of both frequency of use and duration.

"ATTITUDE"

While this item is inherently somewhat subjective, the officer will find scoring easier if he/she focuses in upon the phrase "motivated to change." Does the probationer recognize the need for change and does he/she accept responsibility for change? The difference between 3-5 is degree.

"AGE AT FIRST CONVICTION"

Note that this item is designed to include juvenile adjudications. The officer may have to spend some time with the probationer in order to separate arrests, etc. from actual convictions or adjudications. If there is no prior record, use current age. Use commitments as convictions.

"NUMBER OF PRIOR FELONY CONVICTIONS"

This item should be scored by taking into account only convictions or adjudications. The only convictions/adjudications that are of interest are those for a felony. The final charge/petition is to be considered without regard for any bargaining which might have occurred. Do not include current offense. Use records check and ask probationer for information on convictions.

"CONVICTIONS OR JUVENILE ADJUDICATIONS FOR"

This item must be scored carefully. Only the specific offenses listed are to be considered. The probationer can receive a score of "0," "2," "3," or "5" for this item. The "0" applies to probationers who have not been convicted of any of the listed offenses. A "2" would be rated by those who have committed any or all of the following: burglary, theft, auto theft, or robbery. The "3" is used for probationers who have been convicted of passing worthless checks or forgery. The high score here is related to the high probability of recidivism. Finally, a probationer convicted of an offense/offenses in both groups rates the cumulative score of "5." While points accumulate across categories, they do not accumulate within categories. Thus the score of "2" would apply both to the probationer with one robbery conviction and the probationer with ten convictions for that crime.

"ASSAULTIVE OFFENSES"

The "15" score is used for probationers who have used or threatened to use force in a crime for which they have been convicted/adjudicated. Any conviction/adjudication for an offense committed while armed rates "15." Keep in mind the two-year time frame.

After scoring all 11 items, enter the total score in the appropriate space at the bottom of the page.

NEEDS ASSESSMENT: The items and scores on the form are based on officer time required to deal with the various problem areas and levels. The basic idea behind the scoring of each item would be the same - to what extent, if any, is the probationer's ability to function in the day to day world impaired. The Needs form differs from the Risk Assessment in that both positive and negative Needs points are awarded.

"ACADEMIC/VOCATIONAL SKILLS"

The item focuses upon functional skills rather than actual academic credentials. Therefore, a skilled craftsman may receive "-1" even though he/she may have little formal education. The individual's ability to make his/her way in the world is the important consideration. High school diploma or GED is not enough - ability must be shown.

"EMPLOYMENT"

The officer must look beyond simple employment/unemployment in rating the item. Underemployment should be taken into account as should "unsatisfactory" employment. An example of "unsatisfactory" employment would be provided by a probationer with a serious alcohol problem and repeated alcohol-related offenses who is employed as a bartender. In order to score this item, the officer must establish a firm employment chronology. While attempting to do so, the officer should be particularly sensitive to gaps in employment.

"FINANCIAL MANAGEMENT"

Does the probationer have the skills to handle the simple financial responsibilities of everyday life such as maintaining a checking account and preparing a personal budget?

"MARITAL/FAMILY RELATIONSHIPS"

This item is straightforward with the officer being asked to determine whether the probationer's close relationships provide for support (-1), serious stress (+5), or fall at some intermediate point.

"COMPANIONS"

Little comment is necessary here as this is an area of traditional concern. Again, support as contrasted to manipulation or stress is the guide. Probationers with co-defendants are given at least a "+2."

"EMOTIONAL STABILITY"

Guides for the officer in regard to this item are as follows. Does the probationer deal with anger appropriately? Does he/she exhibit excessive anxiety or become immobilized by stress? Ability to cope with day to day life situations is the concern here. The "+4" score would be used for the neurotic probationer with the "+7" reserved for those with psychotic characteristics.

"ALCOHOL USAGE"

As on the Risk Assessment, "interference with functioning" is the key here. Officers are to avoid moral judgement regarding alcohol use and focus instead upon the role of alcohol in the probationer's life. Alcohol-related driving offenses receive a +6.

"OTHER DRUG USAGE"

The scoring of this item is to be accomplished in the same manner as the "Drug Usage" item on the Risk Assessment. A "+3" score would apply to probationers convicted of marijuana possession while the "+5" would refer to present involvement with the drug.

"MENTAL ABILITY"

This item looks at organic cognitive capacity as opposed to emotional ability. Hence, the problem levels relate to the possibility of retardation. Is the probationer mentally alert and able to function effectively?

"HEALTH"

The officer should take mental health into account (particularly in the case of the substance abuser) as well as the presence of physical handicaps. The difference between "+1" and "+2" is whether health problem is under control. Alcoholism or drug abuse is automatically a "+2."

"SEXUAL FUNCTIONING"

The probationer's ability to function sexually, both physically and emotionally, is to be considered. The emphasis is upon both real and perceived problems. The officer must look beyond the simple offense history. The officer must avoid moral judgements upon such subjects as homosexuality. In the case of a homosexual, the question should become - does the sexual preference generate day to day life problems and/or does it adversely influence the probationer's self-image?

"P.O.'s IMPRESSIONS"

This item is designed to accomodate the officer's subjective impressions. What level of supervision does he/she feel is appropriate for the probationer? Enter the corresponding positive or negative score. After scoring all items, enter the total in the appropriate space at the bottom of the page.

SUPERVISION LEVEL INFORMATION (REVERSE OF NEEDS ASSESSMENT): After arriving at Risk and Needs totals, enter the scores in the appropriate boxes in the lower left-hand portion of the page. Then, refer to "Scoring Guide" at the top of the page to place the probationer in the proper Supervision Level. The probationer

is to be placed in the highest level indicated by either the Risk or Needs score.

Mark the box corresponding to the assigned level. Should the officer decide to place the probationer in a level other than that indicated by the Scoring Guide, the "Officer Override" box should be marked. A justification statement, signed by the officer's supervisor, should be attached to the Admission forms.

4. The First Supervision Plan

The first supervision plan should be done with the probationer by the 30th day from entry for supervision. It should be at least the second time the officer has face-to-face contact with the probationer. By this point, the officer would have completed an intake interview, verified information as necessary, made necessary collateral contacts, scored the Needs-Risk instruments, determined the appropriate level of supervision, considered any overrides, and has had an opportunity to review the materials in preparation to meet with the probationer to develop the first supervision plan.

Supervision planning is a dynamic concept which changes over time. It changes as the probationer responds to supervision. As the probationer is able to demonstrate compliance to the conditions of probation, the level of supervision is reduced. As the probationer participates in services and programs to improve his community adjustment, less intervention is required of the officer.

The first supervision plan calls for two things to be done. First, there should be a statement made which would describe what needs to be done during the period of supervision. The statement can be brief, but it should try to encompass all the realistic expectations of the officer and probationer. Secondly, the first supervision plan should state what the probationer is to accomplish by the next time the probationer meets with the officer in face-to-face contact.

Selecting the most important accomplishments to be worked on between the first supervision plan and the next face-to-face contact should be done through a routine criteria. The criteria used by the classification system is to review the probationer's needs score against the offense committed by the probationer,

Using the officer's professional judgment, the needs score must be prioritized as to their contributing causative influence on the probationer to commit the probationable offense. The most influencing needs of the probationer should be selected to focus on in the first supervision plan to be dealt with by the next face-to-face contact.

The general supervision statement and first supervision plan should be recorded on some type of established department record used in probationer files, such as a chronological sheet or a field notebook contact record sheet. Whatever recording device is used, it should be readily accessible to supervisory personnel for monitoring purposes.

5. Ongoing Supervision Plans

Ongoing supervision planning represents the continuing process of selecting specific plans of accomplishment between each face-to-face contact between the officer and probationer. Following this process creates a sense of direction for supervision. At each face-to-face contact, the officer should take responsibility to learn what has happened to the probationer since their last contact, plus review what progress was made around the accomplishments which were identified in the last supervision plan. Based on what is reported by the probationer, and any other information the officer has on the probationer's progress and conduct, the officer must use his/her professional judgment to determine what else should be worked on by the next scheduled face-to-face contact. In other words, it might be necessary to continue with the last supervision plan, or it might be possible to move on to other accomplishments because the probationer was successful in doing whatever was expected in the last supervision plan.

If new accomplishments seem appropriate to add to the supervision plan, the officer should revert back to the criteria of determining what are the most important needs to focus on in supervision. Together, the officer and probationer should mutually understand the new supervision plan, including what is to be done by the next face-to-face contact.

Case recording of ongoing supervision plans must include some type of brief statement on how well the probationer did on this last supervision plan, and what new plan was created.

The entry should be made in the same fashion as the first supervision plan.

Throughout ongoing supervision planning, the officer's role is dynamic, reflecting the needs of the probationer. Establishing and maintaining a positive working relationship

with the probationer will be a constant task. In addition, the officer will also function as a broker of services, advocate for the probationer, and monitor of the probationer's progress and conduct. Monitoring the probation's progress includes the verification of residence, employment and police contacts as set down by supervision standards.

6. Reassessment of Supervision Levels

Reassessment of supervision levels means the periodic rescoring of Needs/Risk to determine whether or not a new level of supervision should be assigned to the probationer. Theoretically, through the intervention of probation supervision, a probationer should make improvements of such a nature that eventually less supervision is required. In other words, the probationer demonstrates compliance to the conditions of probation and participates in a responsive manner to services and programs which improve his overall community adjustment. The probationers progress and adjustment should be reflected in the reassessment scores of the Needs/Risk instruments.

Separate reassessment instruments are utilized in the Classification system. In actual fact the reassessment needs instrument is the same as the original needs assessment instrument. The reassessment risks instrument however is different. There is less emphasis in the reassessment instrument on assaultive behavior and the offense which placed the person on probation in the first place. Scoring the reassessment instruments can readily be done by the officer, based on information from the probationers file and information known by the officer. It is not necessary to have a face-to-face contact with the probationer to score the reassessment instruments.

Reassessment should be done every six months, however specific occasions may occur which dictate a need to do a reassessment more frequently. Examples of more frequent reassessment might include incidents of probation violation, consideration for early termination, preparation for transfer out of jurisdiction under the Inter/Intra State Compact, and transfer to another officer within the department to continue supervision. The first reassessment should be done at six months from the date of case entry into the department for supervision.

The following two pages contain the reassessment Needs/Risk instruments.

County _____

Judicial Circuit _____

REASSESSMENT OF ADULT PROBATIONER RISK

Routine _____
 Check One Special _____
 Transfer _____

Probationer's Name _____ Dept. ID # _____
Last First Middle

Reassessment Date _____ Officer's Name _____
Mo. Day Year

Previous Reassessment _____ Expiration Date _____
Mo. Day Year Mo. Day Year

			SCORE
Number of Address Changes in Last 12 Months	0	None	
	2	One	
	3	Two or More	_____
Age at First Conviction	0	24 or Older	
(or Juvenile Adjudication)	1	20 - 23	
	2	19 or Younger	_____
Number of Probation/Parole Revocations	0	None	
(Adult or Juvenile)	2	One or More	_____
Number of Prior Felony Convictions	0	None	
(or Juvenile Adjudications)	1	One	
	3	Two or More	_____
Convictions or Juvenile Adjudications for	0	None	
(Select Applicable and Add for Score)	1	Burglary, Theft, Auto Theft, or Robbery	
	2	Worthless checks or Forgery	_____

RATE THE FOLLOWING BASED ON PERIOD SINCE LAST CLASSIFICATION:

Percentage of Time Employed	0	60% or More	
	1	40% - 59%	
	2	Under 40%	
	0	Not Applicable	_____
Alcohol Usage/Problems:	0	No Apparent Problems	
	2	Moderate Problems	
	5	Serious Problems	_____
Other Drug Usage/Problems	0	No Apparent Problems	
	1	Moderate Problems	
	3	Serious Problems	_____
Problems in Interpersonal Relationships	0	None	
(Living/Working Situation)	1	Few	
	3	Moderate	
	5	Severe	_____
Social Identification	0	Mainly with Positive Individuals	
	3	Mainly with Delinquent Individuals	_____
Response to Court Imposed Conditions	0	No Problems of Consequence	
	3	Moderate Compliance Problems	
	5	Has Been Unwilling to Comply	_____
Use of Community Resources	0	Not Needed	
	0	Productively Utilized	
	2	Needed but Not Available	
	3	Utilized but Not Beneficial	
	4	Available but Rejected	_____

TOTAL SCORE _____

ILLINOIS ADULT PROBATION CLASSIFICATION SYSTEM

STATE OF ILLINOIS

County _____

Judicial Circuit _____

REASSESSMENT OF ADULT PROBATIONER NEEDS

Routine _____
 Check One Special _____
 Transfer _____

Probationer's Name _____ Dept. ID # _____
Last First Middle

Reassessment Date _____ Officer's Name _____
Mo. Day Year

Previous Reassessment _____ Expiration Date _____
Mo. Day Year Mo Day Year

ACADEMIC/VOCATIONAL SKILLS

SCORE

-1	High school or above skill level	0	Adequate skills; able to handle every-day requirements	+2	Low skill level causing minor adjustment problems	+4	Minimal skill level causing serious adjustment problems	_____
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EMPLOYMENT

-1	Satisfactory employment for one year or longer	0	Secure employment; no difficulties reported; or homemaker, student or retired	+3	Unsatisfactory employment; or unemployed but has adequate job skills	+6	Unemployed and virtually unemployable; needs training	_____
----	--	---	---	----	--	----	---	-------

FINANCIAL MANAGEMENT

-1	Long-standing pattern of self-sufficiency; e.g., good credit	0	No current difficulties	+3	Situational or minor difficulties	+5	Severe difficulties; may include overdrafts, bad checks or bankruptcy	_____
----	--	---	-------------------------	----	-----------------------------------	----	---	-------

MARITAL/FAMILY RELATIONSHIPS

-1	Relationships and support exceptionally strong	0	Relatively stable relationships	+3	Some disorganization or stress but potential for improvement	+5	Major disorganization or stress	_____
----	--	---	---------------------------------	----	--	----	---------------------------------	-------

COMPANIONS

-1	Good support and influence	0	No adverse relationships	+2	Associations with occasional negative results	+4	Associations almost completely negative	_____
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EMOTIONAL STABILITY

-2	Exceptionally well adjusted; accepts responsibility for actions	0	No symptoms of emotional instability; appropriate emotional responses	+4	Symptoms limit but do not prohibit adequate functioning; e.g., excessive anxiety	+7	Symptoms prohibit adequate functioning; e.g., lashes out or retreats into self	_____
----	---	---	---	----	--	----	--	-------

ALCOHOL USAGE

0	No interference with functioning	0	No interference with functioning	+3	Occasional abuse; some disruption of functioning	+6	Frequent abuse; serious disruption; needs treatment	_____
---	----------------------------------	---	----------------------------------	----	--	----	---	-------

OTHER DRUG USAGE

0	No interference with functioning	0	No interference with functioning	+3	Occasional abuse; some disruption of functioning	+5	Frequent abuse; serious disruption; needs treatment	_____
---	----------------------------------	---	----------------------------------	----	--	----	---	-------

MENTAL ABILITY

0	Able to function independently	0	Able to function independently	+3	Some need for assistance; potential for adequate adjustment; possible retardation	+6	Deficiencies severely limit independent functioning; possible retardation	_____
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HEALTH

0	Sound physical health; seldom ill	0	Sound physical health; seldom ill	+1	Handicap or illness interferes with functioning on a recurring basis	+2	Serious handicap or chronic illness; needs frequent medical care	_____
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SEXUAL BEHAVIOR

0	No apparent dysfunction	0	No apparent dysfunction	+3	Real or perceived situational or minor problems	+5	Real or perceived chronic or severe problems	_____
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PROBATIONER'S IMPRESSION OF PROBATIONER'S NEEDS

-1	Indirect; Unsupervised	0	Minimum	+3	Medium	+5	Maximum	_____
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TOTAL

7. Termination of Supervision

The classification system does not play a major role in the termination of probation supervision. It is recommended that local departmental policy include the requirement that a file notation be made on each probationer terminating from supervision for whatever reason. The notation should briefly state the reason for termination and how well the probationer adjusted under supervision. Obviously, in instances where supervision is terminated due to a violation, some form of violation report will also be included in the probationer's file.

The one thing that the classification system does require at termination of supervision is a final reassessment of the probationer. The same reassessment instruments are used for termination as for periodic reassessment. The major benefit for a final reassessment at termination is perhaps a managerial one for planning and research purposes. There might also be benefit if subsequently the terminated probationer becomes rearrested and goes through the court system, requiring a sentencing decision.

8. The Role of the Supervisor in the Illinois Adult Probation Classification System

The supervisor must play an active role in the implementation and maintenance of the classification system. Not only must the supervisor know the rationale and dynamics of the system itself, he/she must also know how to use it as a monitoring tool to maintain differential supervision based on quantifiable information about each probationer obtained by probation staff.

Implementation of the classification system includes two important functions for supervisory personnel. First, supervisory personnel must assemble an orderly schedule of assessment of probationers currently under supervision within their department. Using the time table approved by the Probation Division for their respective departments to classify existing caseloads, supervisors must establish work schedules with their officers to classify their caseloads. Work schedules should be designed to avoid massive classification of cases too quickly or too slowly. Going too quickly might cause some carelessness and going too slowly might delay meeting the department's approved deadlines. Classification of existing caseloads should be done by trained staff according to the following criteria:

1. Only active cases should be classified.
2. Probationers with six months or less left on probation need not be classified. These probationers should be supervised as needing minimum supervision until their probation expires.
3. All other active felons, misdemeanants, and traffic cases should be classified and assigned to their appropriate level of supervision.
4. In classifying the existing caseload, the reassessment instruments should be used on all required cases.

The second important supervisory function in the implementation of the classification system is organizing staff to switch over from current supervision practices to differential supervision

practices as set down by the classification system. Differential supervision does not lend itself to typical practices and routines of conventional probation work. One is struck almost immediately with the need to establish supervision plans consistent with the classification system with all of the probationers who are already under supervision and now classified. Staff will need assistance and guidance to organize their time and efforts to blend in the specific function of supervision planning with what they are already doing with the probationer.

Maintenance of the classification system by supervisory staff can be divided into four functional areas.

1. Intake: Each supervisor must be able to ensure himself/herself that probation staff are securing enough information from the intake interview to score the need/risk instruments and prepare for supervision planning. To do this, supervisors from within a department should design a worksheet consistent with the intake interview outline, for use by staff to collect and record their intake information. Periodic review of the content of the worksheets in contrast to the scores given to the probationer on the Need/Risk instruments will aid the supervisor in determining how well the staff are doing in their intake work.
2. "Overrides": A key function of the supervisor in the maintenance of the classification system is to govern the approval of officer overrides. No specific form is called for by the classification system to handle overrides, except to say that overrides are to be argued in writing and approved by supervisory staff. It is the supervisors'

responsibility to review override request based on information supplied by the officer in his/her written override request plus the content of the case file, which should include a worksheet from the intake interview.

3. Caseload Monitoring: Ongoing review of case activity is a major responsibility of supervisors in the classification system. Ongoing review means that the supervisor monitors probation cases to determine if supervision planning is being carried out, re-assessment is being done, and supervision standards are being met.

Monitoring all cases routinely is not realistically possible. Instead it is expected in the Illinois Adult Probation Classification System, that supervisors develop a schedule for case monitoring consistent with the number of officers they supervise and the workload demands their officers face. Cases that are monitored should be done in a fashion that creates consistency understood by all probation staff. In order to do this, supervisory personnel need to consider developing a standardized format for case recording, which will describe supervision planning, case progress, and implementation of supervision standards. Failure to develop a standardized case recording format might create the potential of not being able to adequately monitor case progress and officer performance.

4. Data Collection: Certain information on the classification system will have to be collected by the Probation Division on a routine basis. The information collected by the Probation Division will be monitored and utilized to meet the legislative mandate for improving, continuing and expanding probation programs and services.

The specific information required by the Probation Division and the forms it will use to collect the information will eventually be given to supervisory personnel to complete. It will be, however, the department administrator's responsibility to gather the information and supply it to the Probation Division according to a prescribed schedule.

9. The Role of the Chief Managing Officers in the Illinois Adult Probation Classification System

The implementation and maintenance of the Illinois Adult Probation Classification System rests on the shoulders of the Chief Managing Officer(s) of the local probation department. It is through the leadership and direction of the CMO(s), that the classification system serves as a helping tool to create differential supervision within the department, and supplies sufficient information to the Probation Division to improve and expand needed resources to meet workload standards.

Although it is important for the CMO(s) to know how the classification system works in the supervision of adult probationers, it is perhaps more important for them to exercise their managerial skills of planning and organizing staff resources to ensure proper utilization of the system throughout the department. For purposes here, the two major roles for CMO(s) in the classification system are to ensure the proper incorporation of the system within the department and supplying the proper information about the system to the Probation Division.

Incorporation of the system within the department will require many things of the CMO. Important here to state is that of all the things the CMO(s) are to do, included must be:

- (1) Creating policy for the assignment of cases for intake purposes.
- (2) Establish a worksheet form for officers to use in conducting an intake interview. The worksheet must be consistent with the intake interview outline.
- (3) Ensure the establishment of proper forms to be incorporated within probationer files or field notebooks for supervisory staff or themselves to monitor compliance to supervision planning and supervision standards.

- (4) Make available to department personnel all necessary forms and materials for successful execution of the classification system. Examples of forms include the Need/Risk Instruments, Need/Risk Reassessment Instruments, worksheet for intake interviews, file forms to record supervision plans and face-to-face contacts, probationer monthly reports, etc. The Probation Division has sample forms available to CMO(S) to utilize in their departments.
- (5) Creating policy to ensure that they and/or supervisory staff monitor the performance of staff in carrying out the classification system.

Supplying the Probation Division with information on the classification system is a mandatory role that CMO(S) are to perform. To ensure proper implementation and maintenance of the system, five brief tables or graphs must be completed each month.

The monthly Adult Probationer Classification Status Report must be in the mail to the Springfield office prior to the tenth working day following the end of the month

The instructions and forms are as follows:

Table A - This table is designed to determine how many probationers have been classified each month using the Illinois Adult Probation Classification System. Enumerate only those classifications which have been accomplished prior to the first day of the following month.

In the columns to the right of the list of offenses, enter the number of probationers who have been classified Maximum because of a high Risk score only (Max R), Maximum because of a high Needs score only (Max N), Maximum for both Risk and Needs (Max RN), and finally, the total number who have been classified Maximum.

Follow the same procedure in the next four columns for probationers who classify as Medium. Finally, indicate the total number who are assigned to the Minimum supervision level.

Fill in totals where specified.

Table B - We are especially interested in decisions to override the classification instrument. Such instances should be exceptional and must be explained in some detail.

On Table B, describe and enumerate instances of classification overrides with the abbreviations Max., Med., and Min., to indicate level. The symbol \longrightarrow means "changed to".

In the column headed "Indicate Risk and/or Needs Adjustment" enter the letters R or N or RN to show which specific instrument classifications were overridden to accomplish proper placement. Finally, enumerate the changes made in each case.

Examples: (a) If a probationer classified Minimum Risk and Medium Needs should be classified Minimum, enter -

Med. \longrightarrow Min. N 1

(b) If three probationers classified Medium Needs Maximum Risk should be classified Medium, enter -

Max. \longrightarrow Med. R 3

(c) If four probationer classified Medium in both Risk and Needs should be classified Minimum, enter -

Med. \longrightarrow Min. RN 4

Tables C, D, and E - These three tables detail admissions, exits, and the remaining caseload of active probationers in the various levels each month, as they relate to accomplishment of initial classification.

Table C - Enumerates active probationers added to the caseload during the month - for any reason. In the columns to the right, indicate how many adult probationers were classified Maximum, Medium, or Minimum, how many are unclassified, and the total added on probation for each offense.

Tables D and E - are to be filled out in the same manner. Table D should enumerate probationers dropped from the active caseload - for any reason.

Table E - Enumerates the total number of probationers who remain on the active caseload on the last day of the month.

Finally, we want to know how many adult probationers you carry on your administrative caseload on the last day of the month. Enter that number in the space indicated.

MONTHLY ADULT PROBATIONER CLASSIFICATION STATUS REPORT

CIRCUIT _____ COUNTY _____

TABLE A - Adult Probationer Classification Assignments

<u>Offense</u>	<u>Max R</u>	<u>Max N</u>	<u>Max Rn</u>	<u>Max Total</u>	<u>Med R</u>	<u>Med N</u>	<u>Med RN</u>	<u>Med Total</u>	<u>Min Total</u>	<u>Total Classified</u>
Felony	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Misdemeanor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
DUI	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Traffic	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Table B - Adult Probationers Classification Instrument Overrides

<u>Instrument Classification</u>	<u>Changed To</u>	<u>Adjusted Classification</u>	<u>Indicate Risk And/or Needs Adjustment</u>	<u>Number of Overrides</u>
_____	_____→	_____	_____	_____
_____	_____→	_____	_____	_____
_____	_____→	_____	_____	_____
_____	_____→	_____	_____	_____
_____	_____→	_____	_____	_____
_____	_____→	_____	_____	_____

(If insufficient space, continue on attachment)

TOTAL _____

TABLE C - Added Active Adult Probationers

<u>Offense</u>	<u>Max.</u>	<u>Med.</u>	<u>Min.</u>	<u>Unclassified</u>	<u>Total</u>
Felony	_____	_____	_____	_____	_____
Misdemeanor	_____	_____	_____	_____	_____
DUI	<u>NA</u>	_____	_____	_____	_____
Traffic	<u>NA</u>	<u>NA</u>	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

TABLE D - Dropped Active Adult Probationers

<u>Offense</u>	<u>Max.</u>	<u>Med.</u>	<u>Min.</u>	<u>Unclassified</u>	<u>Total</u>
Felony	_____	_____	_____	_____	_____
Misdemeanor	_____	_____	_____	_____	_____
DUI	<u>NA</u>	_____	_____	_____	_____
Traffic	<u>NA</u>	<u>NA</u>	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

TABLE E - End of Month Active Adult Probationers

<u>Offense</u>	<u>Max.</u>	<u>Med.</u>	<u>Min.</u>	<u>Unclassified</u>	<u>Total</u>
Felony	_____	_____	_____	_____	_____
Misdemeanor	_____	_____	_____	_____	_____
DUI	<u>NA</u>	_____	_____	_____	_____
Traffic	<u>NA</u>	<u>NA</u>	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

Administrative Caseload: Number of Probationers _____

PARTICIPANTS EXPENSE FORM

PROGRAM NUMBER: _____

PROGRAM TITLE: _____

NAME: _____

Check to be sent to:

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

BASIC MILEAGE: One Way: _____ From: _____ (city) To: _____ (city)

TOLLS: _____ (total)

ADDITIONAL MILEAGE: _____ (As a result of picking up car pool riders)

*COMMUTING MILEAGE: _____ miles per day X _____ days = _____ total

* Commuting mileage is for those who reside outside of the county of the training who choose to drive each day rather than lodge overnite during the program. Also applies to programs in which the actual training site is not located in the motel/hotel where participants are lodged (i.e., Sangamon State University campus).

RECORD OF MEAL EXPENSES

Early Arrival DAY 1 DAY 2 DAY 3 DAY 4 DAY 5

BREAKFAST (3.60 max.)					
SUPPER (9.60 max.)					

KEEP ALL RECEIPTS FOR MEAL EXPENSES!!!!

Signature _____