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DATE: November 1, 2011  
FROM: Arthur Bishop, Director  
TO: Task Force on Inventorying Employment Restrictions  
RE: Report on Inventorying Employment Restrictions Act

The Department of Juvenile Justice is submitting the enclosed report to the Task Force that describes the employment restrictions that are based on criminal records of persons wishing to serve the Department pursuant to PA 97-501.

The Department of Juvenile Justice conducts two types of background investigations:

A "computer criminal history check or name check" is a review of the applicant's criminal history through the Law Enforcement Agencies Data System (LEADS) and is conducted on all applicants.

A "complete background investigations" includes the above inquiry and review of the applicant's driver's license, Firearms Owner's Identification (FOID), employment reference checks, offender, juvenile, and visitor tracking systems within the Department, and Military checks (if applicable). The complete background investigation is conducted on all state employee applicants, employees, contractual employees, student workers, interns, volunteers who regularly work with offenders and consultants who work with offenders.

Please note that, until 2006, the Department of Juvenile Justice was a division of the Illinois Department of Corrections. As a result, many of the Department of Juvenile Justice's policies and procedures are the same as the Department of Correction's rules and procedures. The Department of Juvenile Justice is currently in the process of reviewing and updating all of its policies and procedures however, as it relates to this inquiry, the policies and procedures are currently the same for both agencies. Staff performing background checks and involved with the hiring process for DOC perform the same work for DJJ under a Shared Services Agreement and/or through the Public Safety Shared Services Center.

1) All employees, contractors, and volunteers (excluding outside workers who do not work with juveniles or juvenile records such as delivery persons, garbage collectors and who are escorted at all times) who serve the Department are subject to criminal record-based restrictions in accordance Administrative Directive 01.02.107 Paragraph I. B.:

"The Department shall conduct background investigations on persons prior to employment or prior to placement in safety sensitive positions and on person who provide services for the Department. . ."

7) In accordance with Administrative Directive 03.02.100, Administrative Review of Personnel and Service Issues, Paragraph II. F.5.c.:

“The applicant must be permitted an opportunity to explain the circumstances of the alleged conduct.”

Additionally, denial letters state:

“You may appeal this decision by submitting your explanation and request for reconsideration in writing to the Background Investigations Unit at the above address, or by fax to 217-522-4366.”

Attachments:

Administrative Directive 01.02.107  
Administrative Directive 03.02.100  
Application Information Sheet  
Employee Release and Consent  
Contractual Services Sheet  
Volunteer Information Sheet  
Volunteer Services Application  
Administrative Review  
Screening and Release Consent  
Employment Reference Check  
Administrative Review Denial Template