

DEPARTMENT OF JUVENILE JUSTICE

Public Safety/Executive Agency

FY14 Headcount: 1,058

www.idjj.state.il.us/

Summary of Agency Operations

The Illinois Department of Juvenile Justice (DJJ) rehabilitates youth through unique institutional and programmatic services. This therapeutic and strength-based approach to programming, discharge planning and post release aftercare will reduce costs. It will also improve community safety by investing in community-based services and supports (when appropriate) and reduce recidivism.

Internal Hiring

Agency positions subject to restrictions based on criminal history

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.**

Statutory/ regulatory restrictions applicable to internal hiring:
N/A

Agency policy restrictions applicable to internal hiring

Administrative Directives 01.02.107 Paragraph I. B, and 03.02.100 Paragraph II. F.5.c.

Until 2006, the DJJ was a division of the IDOC. As a result, many of the DJJ's policies and procedures are the same as DOC's rules and procedures. The DJJ 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.

System of personnel administration

Personnel Code [20 ILCS 415]

Title 80, III Admin Code, Section 302.130 Removal of names from eligible list

See section IV. of the Final Report for the enumerated criminal history restrictions in the Personnel Code related to being qualified for open competitive examinations and subsequent appointment.

Background Check Procedures:

(1) Self-disclosure on application

Yes

(2) background check review procedure

The DJJ conducts two types of background investigations:

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- a. 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
- b. A “complete background investigations” include the above inquiry and review of the applicant’s driver’s license, Firearm 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.

Exemption, waiver, or review mechanisms

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.”

Total number of people who underwent a background check

Not reported to the Task Force

Occupational Licensing, Certification, Regulation

Secure residential youth care facility employee or licensed operator; Juvenile sex offender evaluation and treatment providers

Occupational licensing restrictions based on criminal history, by statute or regulation

Secure residential youth care facility employee or licensed operator

Administrative Code: Title 20, Chapter I, Subchapter H, Part 801, Section 801.100. Criminal Convictions and Pending Criminal Charges

No applicant may receive a license, permit, or expedited permit from the Department and no person may be employed by a secure residential youth care facility licensed by the Department who has been declared a sexually dangerous person under the Sexually Dangerous Person Act [725 ILCS 205] or who has been convicted of committing or attempting to commit any of the following serious offenses under the Criminal Code of 1961 [720 ILCS 5]: first degree murder; indecent solicitation of a child; indecent solicitation of an adult; public indecency; sexual exploitation of a child; sexual relations within families; prostitution; solicitation of a sexual act; soliciting for a prostitute; soliciting for a juvenile prostitute; pandering; keeping a place of prostitution; keeping a place of juvenile prostitution; patronizing a juvenile prostitute; pimping; juvenile pimping; exploitation of a child; obscenity; child pornography; kidnapping; aggravated kidnapping; child abduction; aggravated battery of a child; criminal sexual assault; aggravated criminal sexual assault; predatory criminal sexual assault of a child; criminal sexual abuse; aggravated criminal

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sexual abuse; and an offense in any federal or state jurisdiction for which the elements are similar to any of the foregoing offenses.

Restriction Type: Mandatory

Restriction Duration: Not specified

Juvenile sex offender evaluation and treatment providers

Administrative Code: Title 20, Chapter VII, Part 1910, Sub part B, Section 1910.50.
Provider Qualifications a. General Requirements 1) An individual shall not provide evaluation or treatment services to juveniles who have committed sex offenses if he/she has: A) been convicted of a felony; B) been convicted of any misdemeanor involving a sex offense;

Restriction Type: Mandatory

Restriction Duration: Not specified

Occupational Contracting

Contracting restrictions based on criminal history, by statute or regulation

Illinois Procurement Code [30 ILCS 500/]

30 ILCS 500/50-2 (Continuing disclosure; false certification)

30 ILCS 500/50-5 (Bribery)

30 ILCS 500/50-5 (c) (Conduct on behalf of business)

30 ILCS 500/50-10 (Felons)

30 ILCS 500/50-10.5 (Prohibited bidders and contractors)

See section IV. of this report for a discussion of criminal history-based restrictions on contracting with the State in the Illinois Procurement Code.

Summary of Agency Employment Restriction Report:

Most policies are consistent with the Department of Corrections. All applicants are subject to LEADS checks, and many are also subject to a more complete background investigation, including review of the applicants driver's license, Military checks, etc. Positions subject to this complete investigation are listed in the report.

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