



**INSTRUCTIONS/FORM:**  
**Adult Probation**  
**Investigation and Supervision**  
**Monthly Report**

Effective January 1992

**Probation Services Division  
Administrative Office of the Illinois Courts  
3101 Old Jacksonville Rd.  
Springfield, IL 62704**

**INSTRUCTIONS:  
ADULT PROBATION  
INVESTIGATION AND SUPERVISION  
MONTHLY REPORT**

Effective January 1, 1992 all departments providing investigation and supervision services to adult offenders shall be required to submit monthly statistical data on the attached revised form. All monthly statistical forms are to be submitted to the Probation Services Division on or before the 15th day of the month immediately following the reporting period. Each report reflects the department's caseload activity from the 1st to the last date of the month.

Information concerning Intensive Probation Supervision (IPS), Specialized DUI Supervision, and Specialized Drug Offender Supervision cases is not to be reported on this form. Information on these cases is to be reported on monthly report forms designed specifically for these programs.

Entries must be made on each line, in each column in all sections. If there are no entries for a line, enter "0". If the information is not available to your department, enter "U/K" for unknown. If the information is not applicable for your department, enter "N/A". Any lines containing "U/K" must be explained on the reverse side of the form.

All forms must be signed by the Director of Court Services/Chief Probation Officer as approved. Forms which are submitted with missing data or which do not mathematically balance where appropriate will be returned to the department for correction.

## **I. INTAKES**

An intake is to be recorded after completion of the intake process as required under the Adult Supervision System. This process includes completion of the required interviews with the offender, completion of the verification process, and scoring of the classification system assessment instruments.

Intakes which should normally be reported in the "Full" column are as follows:

- > New cases, not currently under the department's supervision and on which a Pre-Sentence Investigation has not been completed.
- > Cases transferred in from other Illinois jurisdictions immediately after sentencing and which require the receiving department to complete the intake worksheet, verifications, and scoring of the assessment instruments.

Intakes which should normally be reported in the "Partial" column are as follows:

- > New cases on which a Pre-Sentence Investigation was completed.
- > Cases received for investigation and supervision through Interstate Compact.

Cases which are transferred in from other Illinois jurisdictions after completion of the intake process or during the supervision process should not require another intake and are therefore not to be reported in this section. Offenders sentenced to a subsequent probation term while currently serving a sentence under the supervision of the department or who have been revoked and re-sentenced to Probation should only require a brief intake for the subsequent sentence; these cases should also not be reported in this section.

Cases ordered by the court for the monitoring only of a condition by the Probation/Court Services Department are not to be reported as an intake in this section, even though local department policy may require some form of intake.

## **II. DEMOGRAPHICS OF INTAKES**

Include in each of the categories the appropriate descriptive information for all cases on which your department has completed a Full or Partial Intake. This includes cases which will be transferred out of your department immediately following completion of the intake process. Do not report demographic information on cases re-entering the active caseload from Administrative status.

Race/ethnicity is to be determined by self report of the offender. Report in "Other" those racial groups not otherwise specifically identified (e.g. Eastern Indian).

The employment and high school information for category D is to reflect the offender's status at the time the offense was committed. Information for Categories A, B and C reflects the offender's status at the time of the initial intake interview by your department.

Category E is to be completed for all cases disposed of by the Court as a felony and referred to the Probation/Court Services Department for supervision. On felony cases transferred in through Inter-State Compact, record the classification the offense would have been if filed in Illinois. If this cannot be clearly determined, if the Illinois statutes do not provide for a similar offense, or if the offense would be a Class X in Illinois, record the class as "Other".

The combined totals of the two columns in Categories A, B, and C must equal each other as well as the combined total of intakes reported in Section I. The total number of felonies reported in Category E must also equal the totals entered in Column a of Categories A, B & C.

### **III. RESTITUTION ORDERED**

(Active and Administrative)

This section records the total number of new cases referred by your court to your department during the month which were ordered to pay restitution, and the total dollar amount of restitution that these cases were ordered to pay.

If the amount of restitution has not been determined at the time of sentencing, enter the case in Category A and the amount in Category B during the month in which the amount is determined by the court.

Include in this section cases which were referred to your department by the local court for the collection of restitution, even though your department may not actively supervise the case. This may include cases such as those being transferred to another jurisdiction for supervision or those sentenced to Conditional Discharge and referred to your department for monitoring of payments only. With "joint and several" orders of restitution, enter the minimum amount to be paid on all cases.

Line C of this section is the number of new cases referred by your court to your department during the month which were ordered to pay probation fees. Do not include cases transferred to your department through the Interstate Compact.

NOTE: Reports on the total amount of restitution collected by the Probation/Court Services Department, State's Attorney, and/or Circuit Clerk will be collected on an annual basis.

### **IV. PROGRAMS ORDERED FOR NEW CASES - NON-DUI**

(Active and Administrative)

This section records select types of treatment which are ordered by the court as a condition of a sentence. Record in this section all cases (probation, conditional discharge, supervision) referred to your department by the local sentencing court during the reporting period for active supervision or referral and monitoring, which include a sentencing condition in any of the types listed.

Include in this section cases which are being transferred to another jurisdiction for intake and/or supervision. Do not record in this section information concerning cases transferred into the department from another jurisdiction.

If a case is ordered into more than one of the treatment categories listed, record the case on each line which is applicable. If subsequent orders are entered on an individual as the result of a revocation or modification, any orders to treatment that had not previously been reported in this section should be reported during the month that the order was entered.

Category D, "Mental Health" does not refer exclusively to the Department of Mental Health and Developmental Disabilities (DMHDD), but also to general diagnostic, counseling and/or treatment services.

## **V. PROGRAMS ORDERED FOR DUI CASES**

(Active and Administrative)

This section reflects various types of treatment which may be ordered by the court on DUI cases. Record in this section all DUI cases (probation, conditional discharge, supervision) referred to the department by the local sentencing court during the reporting period for supervision or monitoring, which include a sentencing condition for treatment and/or education in one of the categories listed. If no specific program is ordered but the court orders that a referral be made by the Probation/Court Services Department as recommended by the assessment agency, report that which was recommended by the assessment agency.

Include in this section cases which are being transferred to another jurisdiction for intake and/or supervision. Do not record in this section information concerning cases transferred into the department from another jurisdiction or cases assigned to the Specialized DUI Supervision Program.

If subsequent sentences are entered on an individual and referred to the department for a new offense or as the result of a revocation, any orders requiring treatment that had not previously been reported in this Section should be reported during the month that the order was entered.

If line D "Other" is used, enter the explanation on the reverse side of the form.

## **VI. DUI ASSESSMENT LEVEL**

(Active and Administrative)

This section records the DUI licensed evaluator's assessment level on each DUI case entering the department's active or administrative caseload during the reporting period according to the type of disposition.

Include cases sentenced by the court in your jurisdiction and referred to the Probation/Court Services Department for monitoring as well as active supervision. Include DUI cases which are being transferred out of the department. Do not record in this section DUI cases transferred from other Illinois jurisdiction, from other states or those assigned to a Specialized DUI Supervision Program.

All DUI cases referred to the department by the local court, except those assigned for supervision to a Specialized DUI Program, are to be recorded on this form.

## **VII. HOME CONFINEMENT AND SUPERVISED PRETRIAL RELEASE**

The first two columns of this section contain lines to record cases ordered to Home Confinement that are either monitored electronically or through other forms of supervision. Record in the first column cases ordered to Home Confinement during the reporting period, and in the second column the total number of cases serving Home Confinement at the end of the reporting period. Record in this section only cases which have been sentenced to Home Confinement as a condition of probation (Chapter 38, paragraph 1005-6-3(10)).

The last two columns of this section contain lines to record cases ordered for Supervised Pretrial Release that are either monitored electronically or through other forms of supervision. Record in the first of these columns cases ordered to conditional supervised release during the reporting period. In the second column record the total number of conditional release cases under supervision at the end of the reporting period.

Record in this section only cases which are actively supervised by the Probation/Court Services Department.

## **VIII. ACTIVE CASELOAD**

This section reflects the cases added to and dropped from the active supervision caseload during the reporting period. Do not include cases which are added to or dropped from the Administrative caseload.

Category A is the total number of cases on the active caseload the first day of the reporting period. This Category is the same as Category F of this Section for the previous month.

Category B reflects the types of dispositions entered on offenders being admitted to the department's active caseload according to offense category. Offenders are admitted to the caseload after completion of the intake process as required under the Adult Supervision System. A case may be recorded in this Section as well as Section I during the same month. Each line across and each column down of this category are to be totalled. The combined total of each of the first 4 columns across must equal the subtotal entered in column e of line 4.

Enter in Category C any cases re-admitted to the Active Caseload from your Administrative caseload.

In Category E list individuals dropped from active supervision during the reporting period in the appropriate column and on the line which provides the most suitable descriptive reason for the case being dropped. Each line across and each column down of this category are to be totalled. The combined total of each of the first 4 columns across must equal the subtotal in column e of line 10.

Category E also contains a column (f) for reporting the total number in each line who are employed at the time the case is dropped. You need not report this information for lines 3, 6 & 8.

In determining which line of Category E is the most appropriate, consider the following:

>Scheduled Termination, refers to cases which have been actively supervised by the reporting department and have served the full term of their sentence. This may include cases transferred from other jurisdictions and supervised by the reporting department as well as those originating in the reporting jurisdiction.

>Early Termination, refers to cases which have been actively supervised by the reporting department and have been discharged from their sentence by the Court in accordance with paragraph 1005-6-2, Chapter 38, Illinois Revised Statutes, at a time prior to the expiration of the original term.

>Absconder/Warrant, refers to cases which have been actively supervised by the reporting department and who are known to have absconded and their whereabouts have been unknown for 90 days, or individuals for whom an arrest warrant has been outstanding for 30 days.

>Revoked - Technical Violation, refers to active cases which are dropped from supervision after revocation of the original sentence for a violation of a condition of the court's order, excluding violations of the law. Cases transferred in from other jurisdictions which are revoked in the sending jurisdiction should be dropped from the supervising department's caseload in this section unless supervision was returned to the originating jurisdiction at an earlier time. (The case would be considered Administrative in the sending jurisdiction.)

>Revoked - New Offense, refers to active cases which are dropped from supervision after revocation of the original sentence for a finding of violation or a finding of guilt that a new law violation occurred. Cases transferred in from other jurisdictions which are revoked in the sending jurisdiction should be dropped from the supervising department's caseload in this section unless the case was previously returned for supervision. (The case would be considered Administrative in the sending jurisdiction.)

>Alternate DOC Commitment, refers to cases under active supervision of the reporting department who are sentenced by the court to the Department of Corrections by any jurisdiction on a separate case and without the issuance of a revocation order. The case remaining under the supervision of the Probation/Court Services Department should generally be placed on Inactive Administrative status until released from custody, revoked, or otherwise discharged.

>Unsatisfactory Termination, refers to active cases which are dropped from active supervision at the end of the sentencing term but who are not discharged from the court's jurisdiction due to an unsatisfied condition. An example of cases appropriate for this category are probation cases no longer required to report to an officer in person on a regular basis but which remain open due to unpaid financial obligations. These cases may remain on an Active Administrative case status.

>Transferred Out, refers to Active cases which are transferred for supervision to another jurisdiction within or outside of Illinois. This includes cases which were originally transferred in from another jurisdiction and are either being returned to the original jurisdiction or transferred to a third jurisdiction. Originating jurisdictions should place transfer out cases on Active Administrative status.

>Other, should be used when cases are dropped from active supervision for any reason other than those listed in the above lines. A short notation is to be made on the back of the form explaining the reason a case is dropped whenever this line is used.

In Category F enter the amounts of each of the first five columns which result from subtracting the subtotal of category E from the subtotal entered in category D.  
 $(D) - (E. 10) = F$ .

## **IX. COMMITMENTS TO DEPARTMENT OF CORRECTIONS**

List in this Section the total number of individuals from the department's active and administrative caseload who were sentenced to the Illinois Department of Corrections in your jurisdiction during the reporting period. This will include cases which are revoked and resentenced to the Illinois Department of Corrections, and those who are sentenced on an alternate case to the Illinois Department of Corrections.

Include in this section cases which originated in your jurisdiction but which were under the active supervision of another department when the commitment order was entered, if the commitment was ordered by your jurisdiction.

## **X. INTERSTATE COMPACT CASES**

Record in this Section the total number of active supervision cases on the last day of the reporting period which have been transferred into your department for supervision from another state.

## **XI. CLASSIFICATION OF ACTIVE CASELOAD**

In this section, report the total number of active supervision cases on the last day of the reporting period according to offense category and supervision level.

Each column across and each line down are to be totalled. The combined total of the first 4 columns across (1+2+3+4) must equal the total in line E of Column 5.

## **XII. ADMINISTRATIVE CASELOAD**

Report in this section the total number of Administrative cases on the department's caseload on the last day of the reporting period.

Administrative cases include those on which a department has an open file but on which there is no regular face-to-face contact made as required under the Adult Supervision System. This section provides for the reporting of these cases in two categories.

Active Administrative cases are those which require monitoring of court specified conditions on an on-going basis. Examples of cases which fall into this category are those being monitored for payment of monies and compliance with treatment programs. Also report in this category cases which have been transferred to other jurisdictions for supervision.

Inactive Administrative cases are those which require that an open file be maintained but in which there is no on-going or regular monitoring. Examples of cases which fall into this category are those serving a term in the Department of Corrections on an alternate sentence and those cases on which there has been a warrant outstanding for 30 days or longer.

Do not report in this section cases referred to your department for completion of Public/Community Service only. This information is to be reported on the Public/Community Service monthly report form.

## **XIII. FULL PRE-SENTENCE INVESTIGATIONS ORDERED AND PENDING**

Include in this Section only those PSI'S which minimally contain all of the elements required by Chapter 38, paragraph 1005-3-2 (a)(1) through (6). Report in Column A the total number of PSI's which were ordered during the month. Report in Column B the total number of reports in process at the end of the month. This will include those reported in Column A which have not been filed with the court by the end of the reporting period as well as those ordered in previous months which have not yet been completed and filed with the court.

#### **XIV. INVESTIGATIONS COMPLETED**

This section measures the volume and types of investigations that are completed during the reporting period. Only written investigations are to be recorded in this Section.

Each category must be totalled. Report investigations according to offense type using the following as a guide in determining the most appropriate category.

>Pre-Sentence refers to those reports which minimally comply with statutory provisions of the full PSI as prescribed for felony cases in Chapter 38, paragraph 1005-3-2.

>Abbreviated refers to reports for sentencing which contain only areas specified by the court but which are not limited to only the prior record or victim information.

>Pretrial Bond Reports refers to all reports ordered by the court for consideration when setting bail and conditions. If oral testimony was given instead of a formal written report, there must be file documentation of the information gathered.

>Record Check refers to written reports which only contain a defendant's verified arrest, conviction and disposition history. Report in this Section record checks ordered by the court as well as those conducted to assist other Probation/Court Services Departments with Pre-Sentence Investigations and intakes. Do not report routine record checks or record checks for intakes being conducted by your department.

>JDP refers to court ordered investigations for Judicial Driving Permits

>Other should be used for all written investigative reports submitted to the court which are not appropriate for the above listed lines. A notation explaining the type of investigation is to be made on the reverse side of the form whenever this line is used.

#### **XV. CASE VIOLATIONS REPORTED**

Record in this section violations on probation cases, as well as any conditional discharge or supervision cases which are actively supervised under the Adult Supervision System.

Record only violations on cases originating in your jurisdiction which are written and filed with the court and/or the State's Attorney during the reporting month. This may include cases transferred to another jurisdiction for supervision. Do not include cases which did not originate in your jurisdiction or non-probation cases on which your department only monitors a condition.

If both a new offense and technical violation are reported at the same time, record it as a new offense only. If a violation has been reported during a previous month, and a second violation has since been reported, prior to any formal court action being taken, do not record the second report.

## **XVI. COURT ACTION ON VIOLATIONS**

This Section reflects the results of court hearings held during the reporting period on petitions to revoke filed in your jurisdiction. Report findings on petitions for the same types of cases on which you reported the violations in Section XV.

If the petition was based on both a new offense and technical violation, report it as a new offense only.

# MONTHLY ADULT PROBATION REPORT

Circuit \_\_\_\_\_ Department \_\_\_\_\_ Month/Year \_\_\_\_\_ Preparer \_\_\_\_\_

**I. Intakes Completed During Month**

A. Full		B. Partial	
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**II. Demographics of Intakes**

**A. Sex**

	a. Felony	b. Other
1. Male		
2. Female		
3. Total		

**B. Age**

	a. Felony	b. Other
1. 17 - Under		
2. 18 - 20		
3. 21 - 30		
4. 31 - 40		
5. 41 - 49		
6. 50 - Over		
7. Total		

**C. Race and Ethnicity**

	a. Felony	b. Other
1. American Indian		
2. Asian		
3. Black		
4. Hispanic		
5. White		
6. Other		
7. Total		

**D. Background at Offense**

	a. Felony	b. Other
1. Employed		
2. High School Graduate		

**E. Felony Offense Classification**

1. Class 1		4. Class 4	
2. Class 2		5. Other	
3. Class 3		6. Total	

**III. Restitution and Fees Ordered (Active and Administrative)**

A. New Cases Ordered to Pay Restitution	
B. Total Amount of Restitution Ordered	
C. Number of New Cases Ordered to Pay Fees	

**IV. Programs Ordered for New Cases**

(Active and Administrative)

A. Alcohol Treatment	
B. Drug Treatment	
C. Alcohol and Drug Treatment	
D. Mental Health	
E. Sex Offender Treatment	
F. TASC	

**V. Programs Ordered for DUI Cases**

(Active and Administrative)

A. DUI Education	
B. Treatment	
C. Education and Treatment	
D. Other (Explain)	

**VI. DUI Assessment Level**

(Active and Administrative)

	1.Level 1	2.Level 2	3.Level 3	4.No Assessment	5.Total
a.Signif.					
A. Probation					
B. Conditional Discharge					
C. Supervision					
D. Total					

**VII.**

	a. Home Confinement	b. Supervised Pretrial Release
1. Ordered During Month	2. Total End of Month	1. Ordered During Month
A. Electronically Monitored		2. Total End of Month
B. Non-electronically Monitored		
C. Total		

**VIII. Active Caseload**

	a. Felony	b. Misdemeanor	c. DUI	d. Traffic	e. Total
<b>A. Beginning Caseload</b>					
<b>B. Admissions</b>					
<b>1. Probation</b>					
<b>2. Conditional Discharge</b>					
<b>3. Supervision</b>					
<b>4. Subtotal (1 + 2 + 3)</b>					
<b>C. Readmitted Administrative</b>					
<b>D. Subtotal (A + B, 4) + C</b>					
<b>E. Cases Dropped</b>					
<b>1. Scheduled Termination</b>					
<b>2. Early Termination</b>					
<b>3. Absconder/Warrant</b>					
<b>4. Revoked - Technical Violation</b>					
<b>5. Revoked - New offense</b>					
<b>6. Alternate DOC Commitment</b>					
<b>7. Unsatisfactory Termination</b>					
<b>8. Transferred Out</b>					
<b>9. Other (explain)</b>					
<b>10. Subtotal (add 1 through 9)</b>					
<b>F. Total (D - E 10)</b>					

**IX. Commitments to Department of Corrections**

Number \_\_\_\_\_

**X. Interstate Compact Cases**

Number \_\_\_\_\_

**f. Employed****XI. Classification of Active Caseload**

	1. Maximum	2. Medium	3. Minimum	4. Unclassified	5. Total
<b>A. Felony</b>					
<b>B. Misdemeanor</b>					
<b>C. DUI</b>					
<b>D. Traffic</b>					
<b>E. Total</b>					

**XII. Administrative Caseload**

<b>A. Active</b>	
<b>B. Inactive</b>	

**XIII. Full Pre-Sentence Investigations Ordered/Pending**

<b>A. Number Ordered</b>		<b>B. Number Pending</b>	
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**XIV. Investigations Completed**

	1. Felony	2. Misdemeanor	3. DUI	4. Traffic	5. Total
<b>A. Pre-sentence</b>					
<b>B. Abbreviated PSI</b>					
<b>C. Pretrial Bond Reports</b>					
<b>D. Record Check</b>					
<b>E. JDP</b>					
<b>F. Other (Explain)</b>					

**XV. Case Violations Reported**

<b>Violations Reported</b>	<b>A. Technical</b>	<b>B. New Offense</b>
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**XVI. Court Action on Violations**

<b>A. No violation</b>	<b>1. Technical</b>	<b>2. New Offense</b>
<b>B. Violation</b>		
<b>C. Total</b>		

Signature of Approval by Chief/Director \_\_\_\_\_