



Illinois Pretrial Services Procedural and Operational Standards Manual

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ADMINISTRATIVE

1.1 Authority

- I. The Pretrial Services Act. (725 ILCS 185)
- II. Section 15 of the Probation and Probation Officers Act. (730 ILCS 110/15)

DISCUSSION

The authority for developing and approving programs for pretrial services is vested with the Illinois Supreme Court, and includes providing reimbursement for operation of pretrial services programs pursuant to the above-cited acts.

1.2 Definitions

- I. "Division" means the Division of Probation Services of the Supreme Court. (730 ILCS 110/9b)
- II. "Assistant Director" means the Assistant Director of the Administrative Office of the Illinois Courts, Division of Probation Services.
- III. "Pretrial Services Agency" means the agency or department established or designated by the circuit court to provide those duties prescribed by the Pretrial Services Act.
- IV. "Department" means a probation or court services department that provides probation or court services and such other related services assigned to it by the circuit court or by law. (730 ILCS 110/9b)
- V. "Director" means the individual appointed by the Chief Judge to supervise the pretrial services agency. This individual may be the Chief Adult Probation Officer or Director of Probation and Court Services.
- VI. "Bail" means the amount of money set by the court which is required to be obligated and secured, as provided by law, for release of a person in custody in order that he will appear before the court in which his appearance may be required and that he will comply with such conditions as set forth in the bail bond.
- VII. "Bail Bond" means an undertaking secured by bail entered into by a person in custody by which he binds himself to comply with such conditions as are set

- VIII. "Recognizance" means an undertaking without security entered into by a person by which he binds himself to comply with such conditions as set forth therein and which may provide for the forfeiture of a sum set by the court for failure to comply with the conditions thereof. (725 ILCS 5/110-2)
- IX. "Variance" means the method utilized to recognize in writing the existence of unique circumstances in local jurisdictions which require deviation from a standard policy as written. Variances are not exemptions.

DISCUSSION

The definitional terms contained in this section do not represent an exhaustive terminology list. Local pretrial service agencies are encouraged to develop their own definition sections which build on the terms presented in this manual.

1.3 Applicability

- I. The Division shall approve all circuit court plans for the establishment of pretrial services agencies.
- II. All pretrial services agencies, and any probation department with an authorized pretrial position(s), shall operate according to the minimum standards contained within this Operational Standards Manual.
- III. Any circuit with an approved pretrial service agency or any department with authorized pretrial service officers is required to establish and maintain policies and procedures for the day-to-day operation of the pretrial services program which are consistent with, but may exceed, the minimum standards contained within this Operational Standards Manual.

DISCUSSION

The Division will assist each circuit court in the development of initial plans and budgets for the establishment of pretrial services agencies. The Division will also assist departments with authorized pretrial officers in the development of local manuals which are consistent with the minimum standards contained in this Operational Standards Manual.

The Division will monitor the operation of pretrial services programs to insure that minimal operating standards are maintained. All approved pretrial service programs must develop local policies and procedures; which should exceed minimum standards whenever possible.

1.4 VARIANCES

- I. Variances may be authorized by the Assistant Director or his designee(s) for cause.
- II. Variance requests must be submitted by the Director of the Pretrial Services Agency in writing to the appropriate Division Field Coordinator for review and presentation to the Assistant Director.
- III. In instances where a timely response may be required, the Pretrial Services Agency/Department may contact the appropriate Division Field Coordinator for verbal authorization of a variance on a temporary basis. The Department shall still be required to submit a written variance request pursuant to these standards within seven (7) days of verbal authorization.
- IV. Variance requests must include:
 - A. The specific rule, standard, guideline, directive or policy for which a variance is being sought;
 - B. A justification for the variance with details supporting the request; and
 - C. The period of time for which the variance is being requested.
- V. Except for variances that are provided on a temporary basis pursuant to Section 'III', a variance shall not be effective until approved in writing by the Division and shall be in effect only for the time specified by the Division.
- VI. A copy of the approved variances shall be maintained by the Division in a file for said purposes and by the department(s) as appropriate.
- VII. The Division will notify the department in writing of any variance requests denied.

1.5 ESTABLISHMENT OF PRETRIAL SERVICES AGENCY

- I. Each chief circuit judge, in conjunction with staff from the Administrative Office of the Illinois Courts' Division of Probation Services, shall assess the need for pretrial services in the circuit and identify a recommended configuration for the pretrial services agency. This recommendation shall be based on:

- A. Number of counties in the circuit;
 - B. Number of arresting agencies;
 - C. Number of arrests by class of offense;
 - D. Time and place of bond hearings;
 - E. Location and capacity of jails and lockups;
 - F. Administrative structure of probation and court services;
 - G. Availability of office space;
 - H. Current practices pertaining to bond hearings; and,
 - I. Any other available baseline data
- II. The chief judge shall appoint a director who shall provide for the development and coordination of pretrial services in the circuit.
- III. An Administrative Order shall be issued by the chief judge appointing the Director. A copy of this order shall be forwarded to the Administrative Office of the Illinois Courts' Division of Probation Services.

DISCUSSION

It is recommended that pretrial services be a neutral information gathering arm of the court. As such, efforts must be taken to ensure the independent nature of these services. Based on recommendations of the Study Committee on Bail Procedures of the Illinois Judicial Conference, pretrial service agencies should be independent divisions coordinated by a director of court services under the office of the chief judge. However, this ideal structure is not currently practical in most circuits in Illinois due to the volume of pretrial activity and available resources.

The design of pretrial services should be closely coordinated with existing structures of probation and court services in each circuit. To ensure the uniform and consistent delivery of pretrial services, it is recommended that, when feasible, each circuit have a single pretrial services agency.

1.6 REQUIRED FORMS

I. Uniform Interview Form (PTS-01)

- A. All pretrial services agencies shall complete the Uniform Interview Form (PTS-01) for each defendant interviewed consistent with the instructions for said form which are contained in this manual.
- B. The Uniform Interview Form, when completed, shall be used as the basis for submitting recommendations to the Court.
- C. The Uniform Interview Form shall be maintained by the pretrial services agency for review and modifications as additional information is made available.

II. Uniform Reporting Form (PTS-02)

- A. Pretrial services agencies shall complete a Uniform Reporting Form and submit it to the court for each defendant interviewed who remains in custody at the completion of the verification process.
- B. The Uniform Reporting Form shall be used by pretrial services agencies when reporting to the court on cases where the agency believes that additional or modified conditions are appropriate, and should be imposed on earlier release orders.
- C. The Uniform Reporting Form should contain all factual findings, conclusions and recommendations of the pretrial services agency regarding the need for financial security to assure the defendant's appearance for later court proceedings and suggested conditions of release.

III. Uniform Release Order (PTS-03)

- A. Each pretrial services agency may be ordered by the court to prepare and complete for the court's approval the Uniform Release Order.
- B. The Uniform Release Order shall contain those conditions approved by the court which were contained in the Uniform Reporting Order and shall become part of the conditions of the bail bond.
- C. The Uniform Reporting Order shall be approved by the supervisor or Director of Pretrial Services prior to submitting to the court.

IV. Non-Compliance Reports (PTS-04)

- A. Each pretrial services agency shall develop a Non-Compliance Report to be used by the agency to notify the court of any supervised person's non-compliance with the terms and conditions of pretrial release as specified in the Uniform Release Order.
- B. The pretrial services agency shall provide a copy of each Non-Compliance Report submitted to the court to the defendant, defendant's attorney of record, and the prosecutor.

V. Uniform Statistical Reporting Form (PTS-05)

- A. Each pretrial services agency shall submit a monthly Uniform Statistical Reporting Form to the Division on or before the 15th day of the following month.
- B. The Statistical Report Form shall be completed consistent with the instructions for said form which are contained within this manual.

1.7 PERSONNEL

- I. The pretrial services agency shall develop written job descriptions, position titles, and applicable performance evaluation instruments for each position consistent with guidelines established by the Division.
- II. The job description, position titles, and performance evaluation instruments shall be approved by the Division pursuant to guidelines established for compensation plans and performance evaluations and shall be on file within the agency.
- III. Each employee in the pretrial services agency shall receive a copy of the job description, position title, and performance evaluation instruments of the position which they occupy.
- IV. Revision of job descriptions, position titles, and performance evaluations must be approved by the Division prior to being implemented by the agency.

1.8 DRUG TESTING

- I. If the chief judge determines that the pretrial services agency shall conduct drug testing as a component of the pretrial screening process and/or as a condition of pretrial release as provided by 725 ILCS 5/110-6.5, the pretrial services agency shall develop written policies which shall include:
 - A. Description of individuals to be tested.
 - B. Detailed description of the procedures by which urine samples would be obtained from defendants and methods used for ensuring secure handling of samples and test results.
 - C. Description of testing technology and equipment that will be used to test for drug use. This should include identification and location of laboratory services and cut off levels.
 - D. Description of procedures for re-testing of samples found positive for certain drugs.
 - E. Description of how positive test results would be incorporated into recommendations to the court and subsequent supervision plans.
 - F. Description of procedures to be used for monitoring conditionally released defendants for further drug use.
 - G. Identification of what drugs defendants will be tested for.
 - H. Description of how and/or who will pay for drug testing.
 - I. Other policies and guidelines established by the Administrative Office of the Illinois Courts (see the Drug Testing Guidelines).
 - J. Description of what data will be collected and why.
 - K. Confidentiality policy.
- II. Each pretrial services agency which provides drug testing shall submit written policies and procedures to the Division prior to the implementation of drug testing.

DISCUSSION

The use of drug testing as a means for the identification of drug abusers and as a condition of release at the pretrial stage of the criminal justice has been receiving a great deal of attention over the past several years. Pretrial services agencies are urged to carefully research the need, cost, and impact of provided drug testing before initiating a drug testing component.

Each department should read Estimating the Costs of Drug Testing for a Pretrial Services Program, Bureau of Justice Assistance Monograph, June, 1989, and Integrating Drug Testing Into a Pretrial Services System, A Program Brief, Pretrial Services Resource Center, June, 1990.

INTERVIEWS AND VERIFICATIONS

2.1 INTERVIEWS

- I. Pretrial services agencies shall have standing court authority to interview and process all persons charged with non-capital felonies.
- II. The chief judge and director may establish interviewing priorities where resources do not permit total coverage.
- III. The chief judge and director should continuously assess the benefits of agency intervention before and/or after the first appearance of accused persons.
- IV. No persons shall be interviewed by an officer of the agency unless he or she has first been apprised of the identity and purpose of the interviewer, the scope of the interview, the right to secure legal advice, and the right to refuse cooperation. This admonishment should be provided to each defendant in writing and signed by each defendant and officer.
- V. Pretrial services officers should carefully exclude any questions concerning the details of the current charge.
- VI. Statements made by the defendant during the interview, or evidence derived therefrom, are admissible in evidence only when the court is considering the imposition of pretrial or post-trial conditions to bail or recognizance, or when considering the modification of a prior release order.
- VII. Interviews shall be individually conducted by pretrial services officers in facilities or locations which assure an adequate opportunity for discussion, consistent with security needs.
- VIII. Ongoing communication and cooperation between the agency director and the sheriff, or other affected law enforcement agencies, is essential to assure that pretrial services officers have prompt access to all prisoners after booking.
- IX. Pretrial services officers shall respect and comply with all local jail rules while conducting interviews.

2.2 VERIFICATION

- I. The pretrial services agency shall, after interviewing arrestees, immediately verify and supplement the information required by the Uniform Interview Form (PTS-01) before submitting its report to the court. Minimum verifications shall include the interviewee's prior criminal record, residency and employment circumstances.
- II. The chief judge or his/her designee shall assist the director in establishing and maintaining access to the circuit clerk and law enforcement information systems to assure prompt verification of prior criminal records and other related court records.
- III. Verified and supplemental information should be recorded as such on the uniform reporting form (PTS-02).
- IV. Each pretrial services agency shall develop written policies and procedures for implementing the provisions of federal and state laws and regulations governing the accuracy, completeness, privacy, security, collection, retention, storage, dissemination and timely disposition of criminal history records information.

DISCUSSION

The purpose of verifying the information collected from the defendant is to insure that an informed detention decision can be made by the court. Defendants may provide incorrect information during the interview. If information given by the defendant is not correct, the defendant should be asked to explain the inaccuracy. Often this will correct inconsistencies. However, if it appears the defendant has purposely given false information, the pretrial services officer should advise the court of the inconsistency. Verification of information can be achieved by calling or otherwise speaking with the verifiers given by the defendant. Pretrial services officers should be aware that when speaking with verifiers that your call may be the first they have heard of the arrest. Do not disclose the current charge to the verifier. Pretrial services officers should ask open ended questions to the verifier.

It is recommended that the director develop written agreements with circuit clerks, local law enforcement officials and the Department of State Police which would identify procedures for obtaining access to criminal history records and/or other court related information by the pretrial services agency.

Pretrial services agencies must insure through policies and procedures that the agency obtains the most current status of the interviewee's criminal history record before such information is recorded or disseminated by staff.

The director should provide for routine audits of agency records and procedures to insure that only accurate and to the fullest extent possible complete criminal history record information is maintained.

RECOMMENDATIONS TO COURT

3.1 Recommendations

- I. Verified and supplemental information assembled by the pretrial services agency shall be recorded on a uniform reporting form (PTS-02).
- II. Pretrial services agencies interviewing arrested persons shall submit a report of their information and findings to the court in all cases where the individual remains in custody at the completion of the verification process, and in such additional cases where the agency believes that additional or modified conditions are appropriate and should be imposed on earlier release orders.
- III. Reports shall be in writing, signed by an authorized representative of the pretrial services agency after approval by a supervisor or the director. Copies of the report shall be provided to all parties and counsel of record.
- IV. A representative of the pretrial services agency should be present or otherwise available to the court at the first appearance or such later hearings at which the pretrial report is to be considered by the court.
- V. Written reports (PTS-02) shall set forth all factual findings on which any recommendations and conclusions contained therein are based together with the source of each fact, and shall contain information and data relevant to the following issues:
 - A. The need for financial security to assure the defendant's appearance for later court proceedings; and
 - B. Appropriate conditions imposed to protect against the risk of non-appearance and commission of new offenses or other interference with the orderly administration of justice before trial.
- VI. In preparing and presenting written reports, pretrial services agencies shall, in appropriate cases, include specific recommendations for: the setting, increase, or decrease of bail; the release of the defendant on his own recognizance; and the imposition of pretrial conditions to bail or recognizance designed to minimize the risks of non-appearance, the commission of new offenses while awaiting trial, and other potential interferences with the orderly administration of justice.

- VII. Pretrial services agencies may establish objective internal criteria "point scales" by which recommendations shall be made to the court. These "point scales" for evaluating risk shall be used as a tool in developing consistent agency policies and to remove individual bias. No defendant shall be considered ineligible for agency recommendations by sole reference to such point scales. Agencies using point scales should develop policies providing for periodic review and validation of their point scales.
- VIII. Recommendations made by pretrial services agencies should not exclude a person solely on the basis of the offense charge.
- IX. Release recommendations should not discriminate against a class of persons based on age, sex, race, economic status, religion or other factors irrelevant to risk of non-appearance or pretrial crime.
- X. Pretrial services agencies shall develop a written description of policies relating to the development of recommendations to court. These policies should include the use of internal criteria, i.e. "point scales" if applicable.
- XI. Pretrial services agencies, after approval by the chief judge, shall submit to the Division all written policies and procedures relating to the development of recommendations to court.

DISCUSSION

Pretrial services agencies should maintain a strong presumption in favor of pretrial release on personal recognizance.

Based on the verified information collected during the interview process, agencies may identify factors which would demonstrate a probability of non-appearance or danger to the community. In these situations, it will be necessary for agencies to recommend conditions of release which would reduce the probability of non-appearance or pretrial crime. The least restrictive conditions should always be considered.

The decision to release or detain accused persons is the judge's responsibility. The more verified information a judge can receive the better the ultimate decision. The use of objective "point scales" has been a widely accepted practice by pretrial service agencies to insure a consistent agency policies regarding the likelihood of pretrial misconduct or non-appearance.

Point scales identify those factors which are considered as critical in determining a person's likelihood of meeting the obligations of release and those factors which are common with persons prone to violating conditions of release. By assigning a point value to these verified factors which are considered indicators of success (i.e. established residency, employed, no prior criminal record, etc.) and subtracting those factors which are considered indicators of risk (i.e. lack of established residency, prior history of failing to appear at court, unemployed, etc.) a pretrial agency can provide recommendations to the judge based on verified information, not just "hunches". These recommendations should be considered as a 'tool' for the court's consideration.

Each circuit should determine the extent to which they want the pretrial services agency to make specific recommendations, if any, regarding the decision to release a person.

If a pretrial services agency is expected to make such recommendations, it would be essential that the director of the pretrial services agency develop some "form" of objective point scale. This scale will provide a basis for consistent agency recommendations and should be approved by the chief judge and reviewed by the state's attorney and public defender prior to its adoption. Point scales must be reviewed and validated periodically to insure their usefulness to the agency and the court.

A sample point scale is provided for information purposes only. Each individual agency must develop its own.

PRETRIAL SERVICES
RECOMMENDATION CRITERIA

I. Residence

A. Length at present address

6 months or less; undominciled	2
Over 6 months to 1 year	1
Over 1 year	0

B. Location of residency

Out-of-state or out-of-country	2
County resident under 1 year	1
County resident over 1 year	0

C. Living with at present

Non relative, friend	2
Self	1
Relative (including spouse)	0

II. Family in area

Family out-of-state or out-of-county	2
Family in county	0

III. Employment/School

Unemployed and/or not attending school	2
Inconsistent, sporadic, or part-time employment; irregular school attendance	1
Employed at least 20 hours per week or relatively stable employment the last year; homemaker; attends school regularly; disabled	0

IV. Prior Record (past 10 years)

A. Felony convictions and Delinquent adjudications

One or more prior convictions for a Class X or non-probationable Class 1 felony	2
One or more prior convictions for a probationable offense	1
No prior felony convictions	0

B. Prior record of misdemeanor, traffic or local ordinance convictions

2 or more misdemeanor convictions	2
3 or more local ordinance and/or traffic convictions or 1 misdemeanor conviction (Add 1 to score if DUI offense)	1
No Misdemeanor, traffic, or local ordinance convictions	0

C. Violent/Assaultive Convictions

One or more prior convictions for violent offenses	2
One or more prior misdemeanor or local ordinance convictions for violent offense	1
No prior record of violent offenses	0

V. Pending Charges

Pending Felony	2
Pending misdemeanor/traffic/ordinance	1
No pending charges	0

VI. Previous Failure to Appear (FTA)

One or more felony FTA	2
One or more CM, TR, OV, FTA	1
No prior FTA	0

VII. Probation/Parole Status

Currently on probation or parole	2
Prior probation or parole	1
No prior probation or parole	0

VIII. Substance Use

Regular, active use of drugs/alcohol	2
Occasional use of drugs/alcohol	1
No drug/alcohol use reported	0

TOTAL SCORE _____

RECOMMENDED SCALE: 0 - 9 Release on recognizance
 10 - 14 Conditional Release
 15 + Cash plus conditional release

MONITORING COURT APPEARANCES/SUPERVISION

4.1 POST RELEASE INTERVIEW

- I. The pretrial services agency shall conduct a post release interview with each releasee as soon as possible after the court enters an order for release.
- II. The pretrial services agency shall describe to the releasee each condition of release, suggestions for complying with each condition, services that can be provided by the agency or others, and the next scheduled court dates.
- III. Each pretrial services agency shall develop a case face sheet for individuals released under the supervision of the agency.
- IV. Each case face sheet shall include, at a minimum, the following information:
 - name of individual
 - address
 - phone number
 - name of employer, phone/address
 - date of release
 - court case number
 - conditions of release
 - next scheduled court appearance
 - space to log in contacts with defendant, (i.e., date, type of contact, comments)
- V. Each case face sheet shall be maintained in the individual case file folder and updated with new information, i.e., address change, court dates, etc., as needed.

DISCUSSION

The post release interview is critical to the establishment of a clear understanding of the conditions and expectations of the pretrial release agency to the defendant.

This interview will also allow for an opportunity to review the information obtained during the brief, initial interview.

At this interview, the pretrial services officer who is responsible for monitoring the conditions of release can be introduced, if not done so previously.

The defendant should be advised of the potential benefits of complying with the conditions, as well as the penalties for failure to comply. This meeting should be used to complete any necessary forms or referral information for services in which the defendant has been ordered to participate or voluntarily chooses to participate.

If a third party custodian is involved with a case, they should be included in this post release meeting.

The use of a case face sheet is required for each defendant released to the supervision of the Pretrial release agency.

Those agencies having the capacity for automating records should incorporate the information contained on their case face sheet into the automated system and provide a hard copy for each file.

A sample case face sheet is provided for your consideration.

CASE FACE SHEET

Court Dates: (1) _____ (2) _____ (3) _____ (4) _____
(5) _____ (6) _____ (7) _____ (8) _____
(9) _____ (10) _____ (11) _____ (12) _____

[illegible]

4.2 NOTIFICATION OF COURT HEARINGS:

- I. The pretrial services agency shall develop procedures to provide written notification to supervised persons of court appearance obligations that are clear and easy to understand and are provided well in advance of the appearance.

DISCUSSION

Experiences from pretrial release programs have indicated that high failure to appear rates are often caused by inadequate notification procedures within the court process, rather than deliberate non-compliance behavior of released persons.

Ideally, each defendant will be provided at the court hearing some type of written notification either contained on their release order or some other form. Although other agencies such as the clerk of the court, may also be providing notice of court hearings, each pretrial services agency must go beyond the current system to insure prompt and accurate notification.

Those agencies with automation capacity should attempt to integrate the notification requirements into their system.

In addition to the written notification, pretrial services agencies should also consider the use of these other activities which increase emphasis on court appearances;

- a. Phone calls to each releasee the day before scheduled court hearings to remind them of the time and place of the hearing.
- b. Recommend each releasee to appear at the pretrial services agency office the day of each court hearing.
- c. If releasee fails to appear for hearing, request delay by the court before issuing a warrant, to allow pretrial staff to contact releasee.

Each jurisdiction will require different approaches to this problem. The pretrial services agency should continually monitor this area and provide options for reducing the failure to appear rate which causes multiple problems to all facets of the court system.

4.3 SUPERVISION OF RELEASE CONDITIONS:

- I. Each pretrial services agency shall establish written procedures for the supervision of releasees by pretrial services officers. These procedures should identify at a minimum; the type of contact, frequency of contact, and purpose of contacts.
- II. Supervision contact with releasees shall focus on;
 - (1) Review of conditions of release
 - (2) Compliance with conditions of release
 - (3) Reminding releasee of next court obligation
 - (4) Discussion of any problems or concerns of releasee

- III. The level of supervision contact should be consistent with available resources and should not cause delay in the quality or timeliness of the initial interview and reporting requirements of the agency.
- IV. All communications concerning the supervision of the releasee should be noted in the individual case file on the case face sheet. This should include all correspondence received or sent by the agency and all attempted contacts with the releasee.
- V. Each pretrial services agency shall establish written procedures which provide for regular monitoring of local law enforcement arrest records by the pretrial services agency.
- VI. Pretrial services agencies shall identify those supervised persons not in compliance with conditions of release and make every effort to bring them into compliance.

The level of supervision provided by each agency will depend on many factors such as availability of staff and diversity of conditions used by the court when releasing persons on conditional release (i.e. electronic monitoring, drug testing, home detention, etc.).

The primary focus of each agency is to provide the court with timely, verified information. The supervision of persons released is an important function, but should not drain resources and ultimately reduce the agency ability to achieve its primary function.

Pretrial services agencies must urge the judiciary to order only those conditions of release which are required to insure the accused meets all court obligations and stays "trouble-free". There will be a tendency to order conditions of supervision to accused persons who are currently released on a recognizance bond. This practice of "over supervision" could seriously jeopardize the agency's ability to serve all accused felons, as well as widen the net of supervision unnecessarily. This situation is especially important if the agency uses intensive supervision and/or electronic monitoring.

All persons released under the supervision of the agency should minimally have monthly contact with the agency to insure that the conditions of release are being met. Additionally, each releasee should be required to contact the agency office on days of scheduled court hearings.

Other levels of contact should be determined by the agency staff on a case by case basis. However, if an agency uses home detention with electronic monitoring, or drug testing, additional levels of contact must be developed and included in written descriptions of the program.

4.4. NON-COMPLIANCE REPORTS

- I. Pretrial services agencies shall have primary responsibility for reporting non-compliance by interviewees with the terms and conditions of pretrial release specified in the release order.
- II. Pretrial services agencies shall submit reports to the court, defendant and defendant's attorney of record, and prosecuting attorney whenever:
 - (a) Apparent violations of other conditions imposed by the court under the uniform release order have occurred; or
 - (b) Modification of the uniform release order and conditions thereof are deemed in the best interests of either the accused or the community.
- III. The pretrial services agency shall, with approval of the chief judge, develop an internal discipline process for supervised persons who have committed:
 - A. Technical violations of release conditions;
 - B. Failure to appear for court obligations;
 - C. New criminal offenses.
- IV. The internal discipline process shall be in writing and available to the agency staff.
- V. Any sanctions contained within the internal discipline process should be based on a continuum ranging from verbal/written reprimand to filing of a non-compliance report.
- VI. Pretrial services agencies in selected jurisdictions may establish specialized "Failure to Appear" units. These units would provide for a centralized effort to track court appearance activity by pretrial defendants and to minimize the use of warrants for failing to appear.

DISCUSSION

Conditions of release imposed by the court should be treated seriously and rigorously enforced. In monitoring compliance with conditions of release, the pretrial services agency should have directions in evaluating the seriousness of any non-compliance. Factors that should be considered include the nature of the condition, the reasons for non-compliance and the degree of violations. The setting of discipline which fits the violation will allow the maximum opportunity for each supervised person to comply with the court order while maintaining the integrity of the program.

Each pretrial services agency must develop its own policies and procedures to provide a disciplinary process within the agency.

Pretrial services agencies are encouraged to discuss this issue in depth with the chief circuit judge, the state's attorney, and defense attorneys. From such a discussion, acceptable parameters of internal discipline can be determined on a local level. The overall case supervision process will function more smoothly when all parties, including the releasee, understand the parameters of acceptable behavior and the consequences for infractions.

4.5 OTHER PRETRIAL SERVICES ACTIVITIES

- I. Pretrial services agencies shall have written authorization of their chief judge and the Division prior to the involvement of the agency in any additional functions.

DISCUSSION

Pretrial services agencies may assist the court in other pretrial services activities which include, but are not limited to; pretrial interviewing, reporting and monitoring of non-felony cases, assistance to probation departments in the development of presentence investigations. The participation of pretrial services agencies in other pretrial services activities shall be considered only after careful determination that responsibilities of the agency to persons charged with non-capital felonies are properly being provided and resources are available for expanded duties.

4.6 COMMUNITY RESOURCES COORDINATION AND DEVELOPMENT

- I. Pretrial services agencies shall cooperate with all other criminal justice agencies in the development of programs to minimize unnecessary pretrial detention and protect the public against breaches of pretrial release conditions.
- II. Pretrial services agencies shall develop written procedures which provide for the development of contacts with media, law enforcement, and various community groups to promulgate pretrial coverage. These procedures should be approved by the chief judge and made available to all pretrial services staff.
- III. Pretrial services agencies shall cooperate with agencies providing services to defendants to assure that comprehensive services are made available.
- IV. Pretrial services agencies shall maintain a list of referral agencies which provide social services such as employment assistance, alcohol or drug abuse treatment, psychiatric or family counseling, housing assistance, medical aid, etc. The pretrial services agency should establish relationships with these agencies to permit referral of defendants who express need for such services and of persons who are charged with meeting a condition of release that is related to participating in some type of service.

- V. Pretrial services agencies shall support and encourage the development of programs and practices that will improve the pretrial performances of defendants and insure attention to the rights of the accused.
- VI. Pretrial services agencies should compile a list of all persons detained after their first appearance to be assured that the court, prosecution, and defense counsel are aware of the detention and of any change in circumstances that may require a review of prior court decisions.
- VII. Pretrial services agencies should assist in the development of release plans for high risk defendants by locating appropriate treatment programs, if necessary.

4.7 ASSISTING LAW ENFORCEMENT AGENCIES

- I. The pretrial services agency shall provide such information to law enforcement agencies as may be necessary to insure immediate execution of the arrest warrant, summons, or other process used to compel the appearance of a supervised person before the court.
- II. The pretrial services agency shall develop written policy and procedures for the access and distribution of agency records to law enforcement agencies.
- III. The pretrial services agency shall attempt to locate and persuade all supervised persons to return to court voluntarily.

4.8 COORDINATION WITH OTHER RELEASE AGENCIES

- I. Pretrial services agencies shall offer supervisory services to similar release programs operating in Illinois and other jurisdictions.
- II. Pretrial services agencies should develop written procedures for factual investigations, and supervision of persons arrested and charged in other jurisdictions.

DISCUSSION

The possibility of persons being arrested in jurisdictions outside their county of residency is quite high. This factor alone should not eliminate their opportunity to be considered for release.

Pretrial services agencies should attempt to assist other pretrial agencies in the verification of information and "supervision" of release conditions whenever possible.

Since each agency may have limited resources, agencies should coordinate their request for assistance prior to making recommendations to court.

If an agency is willing to assist in the "supervision" of a person, the originating agency should provide to the receiving agency copies of all pertinent file information and court orders. The releasee should be instructed to notify the receiving agency at a scheduled time.

Upon receiving the referral, the agency should supervise the case consistent with other cases, and maintain communication with the sending agency.

Agencies not contacted prior to the release of an accused person should not be obligated to provide for supervision of the releasee.

4.9 THIRD PARTY CUSTODIANS

- I. Pretrial services agencies shall develop written procedures for the use of organizational and individual third party custodians in the supervision of released persons.
- II. Each third party custodian should have the capacity to:
 - a) Supervise the defendant as indicated by the court,
 - b) Advise the pretrial services agency of any violation of the conditions of release,
 - c) Attend court hearings and testify, as required,
 - d) Attend meetings with pretrial services agency staff as needed.
- III. Each third party custodian must be interviewed and approved for use by the court and the pretrial services agency before receiving a releasee for supervision. A written interagency agreement should be on file in the pretrial services agency and reviewed annually.

DISCUSSION

The use of both organizational and individual third party custodians can provide extended release options for judges to consider at the pretrial based hearing.

Third party custodians provide the court with a recognized living environment to assist persons who may have no residency or acceptable residency. Also, third party custodians provide the court with additional "supervision" of releasees in the community. This supervision does not replace the general case management responsibilities of pretrial services agencies.

Organizational third party custodians, such as Salvation Army, YMCA, group homes, halfway houses, etc., are agencies which have experience in providing housing and /or supervision to individuals in the criminal justice system.

Individual third party custodians are usually friends of the accused who offer to provide housing for the defendant.

The availability of third party custodians is dependant upon each jurisdiction and community. These services, especially organizational third party custodians, would possibly require payment by the county or the defendant. Each department should develop minimal standards for each third party custodians to follow. These standards should be approved by the court. Each written agreement with approved third party custodians should be reviewed annually.

4.10 VOLUNTEERS

- I. If volunteer services are utilized by a pretrial services agency, written procedures for the selection, training, supervision, and use of volunteers shall be developed by the pretrial services agency.

DISCUSSION

Volunteers have been used extensively by pretrial agencies. However, due to difficulties such as unreliability and high turnover, the Study Committee on Bail Procedures recommended that only professionals should deal with the responsibilities of pretrial services agencies.

Each agency should determine if and how volunteers can be involved with their agency.

4.11 CONFIDENTIALITY

- I. Information and records maintained by the pretrial services agency which have not been disclosed in open court during a court proceeding shall not be released by the pretrial services agency to any individual or organization, other than employees of a probation and court services department, without the express written permission of the interviewed or supervised person at or near the time the information is to be released. An individual shall have access to all information and records about himself or herself maintained by or collected by the pretrial services agency. The principle of confidentiality shall not bar a pretrial services agency from making its data available for research purposes to qualified personnel, provided that no records or other information shall be made available in which individuals interviewed or supervised are identified or from which their identities are ascertainable.
- II. The pretrial services agency shall obtain from the interviewee or supervised person only that information which is directly related to release considerations.
- III. The pretrial services agency shall establish a written policy on the extent to which defendants and/or other criminal justice personnel shall have access to defendant's files. When information is released, a note describing the information, the date, the time, the person providing the information and the person to whom it is given should be made and put in the file.

4.12 STATISTICS

- I. Pretrial services agencies shall monitor local operations and maintain accurate and comprehensive records of program activities.
- II. Pretrial services agencies shall maintain a case-tracking system which includes information on charges, court appearances, failures to appear, adjudication, and sentencing, as well as time spans between arrest, notification of charges, release, and case disposition.
- III. Pretrial services agencies shall submit the monthly Uniform Statistical Reporting Form (PTS-05) to the Division on or before the 15th day of the following month consistent with appropriate instructions.

ILLINOIS PRETRIAL SERVICES FORMS SECTION

The Pretrial Services Procedural and Operational Standards Manual provides for the use of several forms. These forms were originally designed by the Study Committee on Bail Procedures of the Illinois Judicial Conference and have had some minor revisions as they appear in this manual.

As one of the statutory mandates of the Pretrial Services Act, several of these forms are required by the Supreme Court to insure uniformity in the delivery of pretrial services in Illinois. It will be necessary to periodically review and make revisions to these forms. Departments must use these forms unless they have received approval from the Division to use alternative formats.

UNIFORM INTERVIEW FORM
(PTS - 01)

COUNTY PRETRIAL SERVICES AGENCY INTERVIEW FORM

CW Lives W/Def. Y N NCIC # _____ Time of Arrest _____ Date _____

DCN # _____ IR# _____ IBI # _____ Felony Class X 1 2 3 4 _____

Charge _____ Misdemeanor Class A B _____

FIRST AND MIDDLE NAME _____ LAST NAME _____

Aliases _____ Citizen: Y N Race: W B H O

Sex: M F DOB: _____ Birthplace: _____ Height: _____ Weight _____

AREA RES For: _____ Street Addr: _____ Apt.# _____

CITY: _____ STATE/ZIP: _____ BUY or RENT Length of Res: _____

Landlord: _____ Lives with: _____ Rel: _____

Care of: Y N Phone: _____ Listed in whose name: _____

CONCUR ADDR: _____ Apt.# _____ City: _____

State/Zip: _____ Length of Res: _____ Phone: _____ Ref: _____

Lives with: _____ Rel: _____

PRIOR ADDRESS: _____ Length of Res: _____

Lived With: _____ Rel: _____

EMPLOYED: Y N PRESENT EMPLOYMENT OR SUBSTITUTE: _____

Length of Empl: _____ Full Time: Y N Type: _____ Income: _____

Supervisor: _____ Phone: _____ Can Contact: Y N

Former or Current: F C Employment: _____

Length of Empl: _____ Full Time: Y N Type: _____ Income: _____

Supervisor: _____ Telephone: _____ Can Contact: Y N

Student At: _____ Education in Years: _____ Student ID #: _____

Remarks: _____

Physical Prob: _____ Treat: _____ Med: Y N Type: _____

Mental Health: _____ Entered: _____ Length of Stay: _____

Narcotics: Y N Treatment: _____ Alcoholic: Y N Treatment: _____

BOND: Y N County _____ Charge _____ Due _____ Where _____

Y N County _____ Charge _____ Due _____ Where _____

PROB/PAROLE: Y N Charge _____ P.O. _____ Phone: _____

PROB/PAROLE: Y N Charge _____ P.O. _____ Phone: _____

WARRANT OUTSTANDING: Y N Remarks: _____

MARRIED: Y N Lives with Spouse: Y N Lives with Children: Y N Number of children: _____
OTHER FAMILY in area not living with Defendant: 1. _____ 2. _____ 3. _____ 4. _____

REFERENCES: Name: Address Rel. Phone
1. _____
2. _____
3. _____
4. _____
5. _____

REMARKS: _____

Arr. Agency: _____ Arr. Off.: _____ Ref. Off.: _____

CHARGES: Shift: _____ Arrest #: _____ Time of Inter.: _____
S M T W T F S Charge: _____

RECOMMENDATION:

☐ PR ☐ Conditions ☐ Drug Test ☐ Bail ☐ No Rec. _____
☐ Custody ☐ Report ☐ Live ☐ Employ ☐ Study ☐ Narc ☐ CW ☐ Area ☐ Curfew at _____

FINAL ACTION: CHARGE: ☐ Rel. Due: _____ Crim. Due: _____ Traf. ☐ Not Rel. _____

COURT: ☐ PR ☐ Cond. ☐ Surety _____ ☐ Cash _____ ☐ No Bond ☐ Other: _____

Conditions: ☐ Custody ☐ Report ☐ Live ☐ Employ ☐ Student ☐ Narc. ☐ C.W. ☐ Area ☐ Curfew ☐ Other _____

Appearance Date: Due: _____ Court: _____

BOND:	DATE	CASE#	CHARGES	APPEARANCES	JUDGE	RELEASE
1.						
Remarks:						
2.						
Remarks:						
3.						
Remarks:						
4.						
Remarks:						

PROB/PAROLE:	CHARGES	DATES ON & OFF	PO/Ph#	ADJUSTMENT/REC.
1.				
Remarks:				
2.				
Remarks:				
3.				
Remarks:				

WARNING

My name is _____ and I represent the _____ County Pretrial Services Agency. I wish to ask you some questions about your background to be used by the Judge in setting your bond. You must understand, however, what your rights are before I ask any questions.

You have the right to remain silent and you are not required to say anything to me or to answer any questions. Any information that you give will become a part of a public record and can be used against you in court. If you say, for example, that you live one place, and it turns out that you live somewhere else, the fact that you lied or even that you were mistaken can be used against you.

You have the right to talk to a lawyer for advice before I question you and to have him with you while I question you. If you cannot afford a lawyer, one will be appointed to represent you.

If you want to answer any questions now without a lawyer present, you have the right to stop answering at any time. You also have the right to stop answering at any time until you talk with a lawyer. Any information given by you up to this point, however, may be used against you in court.

If you wish to speak to me now, I ask you to sign this paper which signifies that I read the above to you, that you understand all of your rights, and that you wish to conduct this interview in the absence of counsel.

s/Defendant

s/Witness

Time am/pm

OR

☐ REFUSED TO SIGN AFTER BEING WARNED AT _____ AM/PM

☐ INITIALLY DECLINED INTERVIEW, BUT LATER CONSENT:

I understand the warning given me and on the advise of counsel, _____ Esq. I wish at this time to be interviewed.

s/Witness

Time am/pm

s/Defendant

I have advised my client of his rights and advised him to cooperate with the _____ County Pretrial Services Agency.

s/Attorney

at _____ am/pm

UNIFORM REPORTING FORM
(PTS - 02)

COUNTY PRETRIAL SERVICES AGENCY

To: _____

People of the State of Illinois _____ No. _____
v. _____

Charge _____ D.O.B. _____

RESIDENCE - FAMILY

VERIFIED BY

Present Address _____ Yes _____
No _____

Length of residence _____ Lived with _____

Former address _____ Yes _____
No _____

Length of residence _____ Lived with _____

Marital Status _____ Area resident for _____ Yes _____
No _____

Other Family ties in Area (not living with def.) _____ Yes _____
No _____

EMPLOYMENT-SUPPORT

Present Employment _____ Income _____ Yes _____
No _____

How long _____ Type of work _____

Prior employment _____ Yes _____
No _____

How long _____ Type of work _____ Reason for leaving _____

If unemployed, how supported _____ Education _____

RECORD OF APPEARANCE AT COURT PROCEEDINGS _____

OUTSTANDING WARRANTS OR DETAINERS/OTHER PENDING CHARGES _____

PRIOR CONVICTIONS _____

REMARKS _____

RECOMMENDATION

- ☐ **PERSONAL RECOGNIZANCE** - Indicated by the defendant's strong ties to the community and his minimal threat to the safety of any other person or the community.
- ☐ **CONDITIONAL RELEASE** - Indicated by the relatively weak community ties of the defendant and/or his potential threat to the safety of any other person or the community.
- ☐ Condition I: Custody release to _____
- ☐ Condition II: (if checked, the following is recommended)
- ☐ a. That the defendant must reside at _____
- ☐ b. That the defendant must reside with _____
- ☐ c. That the defendant must report weekly to the _____ County Pretrial Services Agency by telephone;
- ☐ d. That the defendant must be in at night by 10:00 PM, or by _____ because the defendant _____
- ☐ Condition III: (if checked, the following is recommended)
- ☐ a. That the defendant must obtain employment or become a student within five (5) days and report this to the _____ County Pretrial Services Agency immediately.
- ☐ b. That the defendant must maintain his present employment or student status.
- ☐ Condition IV: That the defendant may not consume alcohol or frequent places dispensing same.
- ☐ Condition V: That the defendant be detained evenings and weekends.
- ☐ Other Conditions: (if checked, the following is recommended)
- ☐ a. That the defendant undergo drug testing and necessary treatment.
- ☐ b. That the defendant stay away from the complaining witness during the pendency of this matter.
- ☐ c. _____

☐ **DOES NOT RECOMMEND RELEASE** on personal recognizance or a conditional release. The Agency recommends other conditions as determined by the Court because _____

A positive recommendation will be made by the _____ County Pretrial Services Agency if and when the listed impediment is removed. _____

Pretrial Services Agency Representative _____

Date _____

Signature

UNIFORM RELEASE ORDER
(PTS - 03)

Circuit Court

People of the State of Illinois

OF _____ COUNTY

Case No. _____

Defendant's name

Defendant's address

Defendant's phone #

YOU ARE HEREBY RELEASED ON THE CONDITIONS INDICATED BELOW:

PERSONAL RECOGNIZANCE	<input type="checkbox"/>	PERSONAL RECOGNIZANCE. Your personal recognizance, provided that you promise to appear at all scheduled hearings, trials, otherwise as required by the Court, and comply with the following conditions.
BAIL BOND	<input type="checkbox"/>	BAIL BOND. Your cash bail bond, to be forfeited should you fail to appear as required by the Court, and subject to the following conditions.
AMOUNT OF \$ _____	<input type="checkbox"/>	MANDATORY CONDITIONS. The mandatory conditions of your recognizance or bail bond are (1) that you may not leave the State of Illinois without permission of the Court; (2) that you may not violate any criminal statute of any jurisdiction while released; (3) that you will appear in Court as required time to time; and (4) that you will obey all orders and process of the Court.

YOU ARE RELEASED ON THE FOLLOWING ADDITIONAL CONDITIONS INDICATED BELOW:

<input type="checkbox"/> 1) SUPERVISORY CUSTODY	You hereby agree to be placed in the custody of who agrees (a) to supervise you in accordance with the conditions below, (b) to use every effort to assure your appearance at all scheduled hearings, trials, or otherwise and (c) to notify the _____ County Pretrial Services Agency immediately in the event you violate any conditions of release or disappear. Agency telephone _____	Custodian's name _____ Custodian's address _____ Custodian's phone # _____ SIGNATURE OF CUSTODIAN _____
<input type="checkbox"/> 2) YOU ARE TO REPORT	<input type="checkbox"/> weekly <input type="checkbox"/> in person <input type="checkbox"/> The _____ County Pretrial Services Agency, Add: _____ Floor, _____ Phone: _____ TO _____ <input type="checkbox"/> other - specify _____ <input type="checkbox"/> by phone <input type="checkbox"/> Your attorney, whose name and address is shown below.	
<input type="checkbox"/> 3) YOU ARE TO LIVE	<input type="checkbox"/> at _____ address _____ phone # _____ <input type="checkbox"/> with _____ name and relationship to defendant _____ phone # _____ <input type="checkbox"/> at _____ address _____ being in at night by _____ PM phone # _____ time _____	
<input type="checkbox"/> 4a) YOU ARE TO WORK	<input type="checkbox"/> by obtaining a job within _____ days and reporting it to the _____ County Pretrial Services Agency by Phone: _____ <input type="checkbox"/> By maintaining your job at _____ Employee name and address _____	
<input type="checkbox"/> 4b) YOU ARE TO STUDY	<input type="checkbox"/> by enrolling in school at _____ Name of school and address _____ <input type="checkbox"/> by maintaining your student status at _____ Name of school and address _____	
<input type="checkbox"/> 5) YOU ARE TO STAY	<input type="checkbox"/> away from complaining witness. <input type="checkbox"/> within the _____ area.	
<input type="checkbox"/> 6) OTHER CONDITION		
<input type="checkbox"/> 7) OTHER CONDITION		

VIOLATION OF CONDITIONS: You are further instructed that a warrant for your arrest will be issued immediately upon any violation of a condition of this release. Any violation of these conditions may result in the increase or modification of your recognizance and the revocation of your right to release and detention pending disposition of your case.

FAILURE TO APPEAR: For any failure to appear as required before a judge or other judicial officer, you shall be subject to prosecution and subject to the following penalties:

(IF FELONY CHARGE) A fine of not more than \$10,000 and imprisonment for not less than one year and not more than 3 years.

(IF MISDEMEANOR CHARGE) A fine of not more than \$1,000 and imprisonment for not more than one year.

OFFENSES COMMITTED DURING RELEASE: You are further instructed that one of the mandatory conditions of your recognizance or bail bond is that you are not to violate any criminal statute of any jurisdiction. If grounds exist to believe that you have this condition, a warrant for your arrest will be issued and your bail on these charges will be increased, modified or totally revoked pending disposition of this case.

NEXT DUE BACK	In Courtroom _____ at _____ A.M. on _____ P.M. or when notified and you must appear at all subsequent continued dates. You must also appear	YOUR ATTORNEY _____ name _____ _____ address _____ phone # _____
---------------------	--	--

DEFENDANT'S
SIGNATURE _____

I understand the penalties which may be imposed on me for willful failure to appear or for violation of any conditions of release and agree Add: _____ to comply with the conditions of my release and to appear as required.

WITNESSED BY _____ (title of agency) _____

IMPORTANT: YOU ARE TO NOTIFY IMMEDIATELY THE _____ COUNTY PRETRIAL SERVICES, TELEPHONE NUMBER _____ OF ANY CHANGE OF ADDRESS, EMPLOYMENT, OR CHANGE IN STATUS OF ANY RELEASE CONDITIONS, ANY REARREST FOR ANY OFFENSE BASED ON PROBABLE CAUSE MAY BE GROUNDS FOR REVOCATION OF THIS ORDER.

Date _____ Signature of Judge _____

NON-COMPLIANCE REPORT
(PTS - 04)

COUNTY PRETRIAL SERVICES AGENCY NON-COMPLIANCE REPORT

TO: JUDGE _____

RE: _____

DATE: _____ 19 _____

CASE #: _____

The above named defendant has failed to comply with his/her conditions
of release by; (Explain) _____

Pretrial Service Officer

copy:

States Attorney
Public Defender/Private Counsel

**UNIFORM STATISTICAL REPORTING FORM
(PTS - 05)**



Pretrial Services Monthly Statistical Report

Circuit _____ Department _____ Month/Year _____ Preparer _____

I. Investigation Eligibility			Felony	Other
A. Number eligible for Pretrial Interview				
B. Number released prior to interview or initial bond hearing				
C. Number investigated				
1. Number investigated by a record check only				
2. Number investigated with interview, record check and a bond report submitted				

II. Pretrial Release			Felony	Other
A. Number released with no supervision on all bond types				
B. Number released with Pretrial Services Agency supervision on all bond types				

III. Demographics of New Pretrial Supervision Cases			
A. Sex	Felony	Other	
1. Male			
2. Female			
Total			
B. Age	Felony	Other	
1. 17 and Under			
2. 18 - 20			
3. 21 - 30			
4. 31 - 40			
5. 41 - 49			
6. 50 and Over			
Total			
C. Race and Ethnicity	Felony	Other	
1. American Indian			
2. Asian			
3. Black			
4. Hispanic			
5. White			
6. Other			
Total			
D. Background	Felony	Other	
1. Employed			
2. High School Graduate			

IV. Programs Ordered for New Cases	
A. Substance Abuse Treatment	
B. Mental Health	
C. Sex Offender Treatment	
D. Drug Testing	
E. Curfew	
1. Electronically Monitored	
2. Non-electronically Monitored	
F. Other (explain)	

V. Caseload Summary			Felony	Other
A. Number Supervised at beginning of Month				
B. Number released with Pretrial Supervision				
C. Number dropped from Pretrial Supervision				
1. Successful				
2. Bond Revoked				
a. Rules Violation				
b. Failure to Appear				
c. New Offense				
D. Number supervised at end of Month				

VI. Violations		Reported	Bond Revoked
A. Technical			
1. Rules Violations			
2. Failure to Appear			
B. New Offense			



PRETRIAL SERVICES MONTHLY STATISTICAL REPORT INSTRUCTIONS

I. Investigation Eligibility

- * This number (A) includes all defendants arrested and booked in lockups who are eligible to be released on bond based on your jurisdiction's screening priorities during the reporting period.
- * This number (B) includes all defendants who were eligible in (1.A), but were released by any method prior to your agency completing an interview during the reporting period.
- * This number (C) includes all defendants investigated by your agency during the reporting period. This number may include referrals on individuals entering a lock-up in a different reporting period, but being referred during this reporting period. This number should include all record checks performed by the unit, including those performed for other units of a court services department.
- * All categories in this section (I.) should be separated as a Felony or Other based on the most serious charge.

II. Pretrial Release

- * These numbers are to track those investigated by Pretrial Services by types of release i.e., supervised vs. unsupervised, by offense type.

III. Demographics of New Pretrial Supervision Cases

- * These numbers are a breakdown of each assigned to Pretrial Services (II.B). This should be broke out by Felony and all other. The total in each subsection (Sex, Age, Race), will equal II.(B). Age is at time of release to Pretrial Services.
- * The number in III.(D) Background will be those who were employed/high school graduate at the time of their release. This should be broke out by Felony and all other.

IV. Programs Ordered for New Cases assigned supervision

- * These numbers are for programs court ordered as a condition of release to the Pretrial Services Agency. Court ordered programs for defendants counted in II.(B) should be counted here. A defendant may have multiple programs ordered or no programs ordered, therefore, the total of this section will not be reflective of any other section. Include all substance abuse evaluations/treatment in IV.(A) i.e., AA, TASC, other treatment agencies. Home Confinement/Home Detention is considered a form of curfew. The number ordered should be enumerated under the appropriate category of electronic or non-electronic monitored. Programs ordered which do not fit under the listed categories are to be enumerated under Other, with an explanation on the back or attached sheet.

V. Caseload Summary

- * The number in sections (V.A.) should always equal the number in sections (V.D.) from the previous monthly report.
- * (V.B.) should equal (II.B.) respectively.
- * (V.C.) are those defendants previously reported as released to the Pretrial Services Agency, who were dropped from supervision by court action during the reporting period.
- * Successful is defined as all defendants dropped from supervision with the supervised case disposed of by the court who did not have their bond revoked by court action. This should be broke out by Felony and all other.
- * All numbers in (V.C.2) must be by court action. $2a+2b+2C=C2$ in each column (Felony/ Other)
- * $C1+C2=C$. This should be broke out by Felony and all other.
- * $(V.D.) = (V.A.) + (V.B.) - (V.C.)$

If a case is dropped by court action and the defendant appears in court and is subsequently released again to the supervision of the Pretrial Services Agency, they must be reported in section I. and considered as a new case for statistical purposes.

VI. Violations

- * The number appearing in this section are for violations of bond on defendants under the active supervision of the Pretrial Services Agency.
- * (VI.A.1) is a violation of any court ordered condition of bond other than Failure to Appear and the allegation of a new offense.
- * (VI.A.2) is a willful Failure to Appear in court.
- * (VI.B.) is the allegation of a new offense which could result in a revocation of bond.
- * The Reported column are those violations reported by the Agency to the Court or State Attorney for consideration of revocation of bond.
- * Bond Revoked is an official action by the court remanding the defendant to custody.
- * If violations occur that include rules, FTA and New Offense in any of the columns, they should be counted once within the most serious row. Most serious is New Offense, then FTA, then Rules. Only one violation per defendant should be enumerated.
- * Bond Revocations reported should equal the respective subheading in (V.C.2). This should be broke out by Felony and all other. If a bond is revoked and the defendant is returned to the Pretrial Agency for supervision, then they are considered a new entry onto the caseload as of the date of new release.