Supreme Court of Illinois Judicial College

Committee on Probation Education

Comprehensive Education Plan

Adopted **8/20/26**

MCLE Teaching and Participation Credit

The Supreme Court of Illinois Judicial College (Illinois Judicial College) is an approved provider of Minimum Continuing Legal Education (MCLE) in Illinois. Licensed Illinois attorneys are eligible to receive MCLE credit for teaching and participation.

MCLE Qualified Meeting Credit

Effective January 1, 2022, Supreme Court-appointed attorney members serving on a Supreme Court of Illinois Judicial College Standing Committee, Standing Committee Workgroup, or Judicial College Board of Trustee Workgroup, shall earn MCLE credit subject to Rule 795(d)(12). An attorney appointed by the Court to a Standing Committee or approved by the Illinois Judicial College Board of Trustees to serve on an Illinois Judicial College Standing Committee Workgroup shall earn *one hour* of MCLE credit by attending a qualifying meeting. Credit for this (Committee and Workgroup meetings) attendance is *limited to 12 hours* in each two-year reporting period.

I. COMMITTEE ON PROBATION EDUCATION CHARGE, PROJECTS AND PRIORITES, AND MEMBERSHIP

Charge

Under the direction of the Illinois Judicial College Board of Trustees, the Committee on Probation Education (COPE) shall design and deliver continuing education for in conjunction with the Probation and Probation Officers Act, the Administrative Office of Illinois Courts Probation Standards, and evidence-based practices to enhance the effective and efficient administration of justice in a way that promotes public integrity, trust, and confidence. The Committee shall routinely conduct an educational needs assessment to determine the educational need of the target audience and design curricula and courses to meet the need in a manner consistent with the core principles of the Illinois Judicial College and best practices for curriculum and course design.

Projects and Priorities

1. Adhere to best practices in curriculum and course design consistent with the standards of the National Association of State Judicial Educators and the Illinois Judicial College.
2. Design courses that advance the core principles of the Illinois Judicial College
3. Uphold the educational standards established by the Illinois Judicial College.
4. Submit an annual continuing education calendar for Circuit Court Clerks, Deputy Clerks, and Management Staff, no later than November 1st for the following July 1 – June 30.
5. Ongoing strategic review of educational needs, curriculum, courses, educational events, trainings, programs, delivery methods, faculty selection, and publications for probation and detention officers and court services staff, that enhance and improve the capacity of community corrections to reduce offender recidivism and create safer communities.
6. Meet or exceed statutory requirements for professional development.
7. Ensure that COPE programming is responsive to the needs of probation and detention officers, court services staff, and problem-solving courts.
8. Evaluate other curriculum, course, and program resources for inclusion in the COPE curriculum.
9. Adopt best practices for adult learning and learner focused engagement.
10. Recommend faculty who have completed professional development.
11. Encourage potential faculty to participate in Illinois Judicial College online or in person professional faculty development, and emphasize preparation and delivery consistent with adult learning principles and audience engagement.
12. Establish the most effective and appropriate methods of delivering educational trainings, courses, and programs.
13. Ensure faculty have participated in online or in-person professional faculty development, and are competent, equipped, prepared and able to deliver approved educational content, consistent with adult learning principles.
14. Identify, collaborate, and coordinate with appropriate Illinois Judicial College Standing Committees and Workgroups, and non-Illinois Judicial College Supreme Court entities.

Membership

Except where otherwise determined by the Board of Trustees, COPE shall include 15 members.

Members shall consist of:

1. Eight Directors/Managers representing Probation, Juvenile, Detention.
2. One Member of the Supreme Court Probation Policy Advisory Board.
3. One Chief Judge (permanent).
4. Four trial court judges.
5. One Manager or Coordinator of a Problem-Solving Court.

Leadership

COPE shall be governed by the Chair and Vice Chair. The Chair shall preside over all Standing Committee meetings. In the absence of the Chair, the Vice Chair shall preside. The Chair shall be a Probation Services Director. The Vice Chair shall be a judge.

Workgroups

Pursuant to Article V, Section 1 (C) of the Illinois Judicial College Bylaws Standing Committees may establish Workgroups to assist the Standing Committees as needed. Non-Standing Committee Workgroup members must be approved by the Board of Trustees. COPE may create Workgroups as needed for planning purposes. ***See Addendum A Workgroups.***

II. PURPOSE AND GOAL

Purpose

To identify core functions and develop continuing education and professional development for Probation, Detention, and Court Services Staff, to effectively communicate and collaborate with other justice partners, and promote the administration of justice consistent with the core values of the Illinois Judicial Branch.

Goal

All Probation, Detention, and Court Services staff will engage in appropriately targeted educational opportunities to foster professional development and the application of evidence-based practices on a continuing basis, ensuring the fair, equitable and efficient administration of justice in Illinois.

III. COMPREHENSIVE CURRICULUM OVERVIEW

Core Principles

The Illinois Judicial College embraces diversity, inclusion, equity, procedural fairness, access to justice, deliberative decision making and other methods to disrupt implicit bias, as core principles, and urges adherence to these values in the governance of Illinois Judicial College affairs and the adoption of curricula and courses designed to engage the Illinois Judicial College audience in the discussion of these values. These core principles are intended to serve as a foundational pursuit related to the core work of the Illinois Judicial College.

General Overview

Curriculum refers to the grouping of related courses or subject matter topics focused on specific goals and learner outcomes and objectives. The development of curricula and courses shall be guided by comprehensive needs assessment data, Illinois Supreme Court rules, policies, and standards, legal authorities, Canons of the Code of Judicial Conduct, trends and emerging topics and technologies, and professional competencies central to the performance of judicial duties, consistent with the National Association of Judicial Educators (NASJE) curriculum and course design model, and the core principles of the Illinois Judicial College.

COPE Overview

The curriculum for Probation, Detention, and Court Services personnel across all levels of authority, is designed to advance personnel at different stages in respective careers, from knowledge to demonstrated proficiency in the basic skills needed to meet the demand of any specific assignment. Course content will incorporate and shape best practices in the field.

Differentiation

The curriculum shall bring unified and consistent approaches to diverse audiences who are not only differentiated by role and function, but also differentiated by jurisdictional and geographical nuances, including resources to support full participation in curriculum offerings.

Collaboration

When appropriate multidisciplinary courses and programs may be planned and delivered in collaboration with other Illinois Judicial College Committees, non-Judicial College Supreme Court Committees or Commissions, justice partners, and other entities or providers.

Methods of Delivery

Training delivery and methods will consider the regional differences across the state, while at the same time, incorporating adult learning principles. While professional competencies are not affected by geographical boundaries, local departmental resources vary widely across the state. Therefore, it is necessary to have a multi-pronged training delivery approach including in-person state-wide and regional trainings as well as online courses and programs.

IV. TARGET AUDIENCE

COPE coordinates, directs, and delivers continuing education and professional development consistent with evidence-based practices to its target audiences of Adult Probation, Juvenile Probation, Detention, Management, and Problem-Solving Courts.

The COPE primary target audiences include the following:

- Probation (adult line staff, juvenile line staff, problem solving court probation officers and coordinators who are also sworn officers, supervisors/managers, Chief Managing Officers, and Directors)
- Detention (line staff, supervisors, Superintendents, and Directors)

All New Adult and Juvenile Probation Officers, and Detention Staff:

All new Adult and Juvenile Probation Officers and Detention staff will participate in New Officer Education to gain the knowledge, skills, abilities, and attitudes necessary to provide effective supervision and case management to enhance public safety. Curriculum will be developed and delivered establishing Ethics and Professional Conduct, Roles and Responsibilities, and evidence-based practices conducive to state-wide standards and application.

All Court Services Staff:

All Court Services staff will participate in professional development to attain and apply the knowledge, skills, abilities, and attitudes necessary to uphold the established professional competencies required to effectively carry out their duties and responsibilities. Curriculum will be differentiated to meet the needs of case assignments, specialized populations, geographical, and resource considerations.

All Supervisors:

All supervisors will participate in professional development to attain and apply the knowledge, skills, abilities, and attitudes necessary to maintain the established professional competencies required for supervisors in Court Services departments and/or Detention centers. Curriculum will be differentiated to meet the varying needs of supervisory staff that includes consideration of experience level and jurisdictional needs.

All Chief Managing Officers (CMO)/Directors/Superintendents:

All CMOs, Directors, and Superintendents will participate in professional development to attain and apply the knowledge, skills, abilities, and attitudes necessary to maintain the established professional competencies in management/administration of court services departments and/or detention centers. Curriculum will be differentiated to meet the varying needs of management staff that includes consideration of experience level and jurisdictional needs.

V. PROFESSIONAL COMPETENCIES

As the Charge indicates, the Committee on Probation Education shall design and deliver continuing education and professional development for Probation, Detention, and Court Services Staff to enhance professional competencies in a way that promotes public integrity, trust, confidence, diversity, and equal access. The overall curriculum will emphasize the core principles of the Illinois Judicial College and the importance of respect, empathy, civility, and fairness.

General Professional Competencies

1. Describe the applicable statutes, including but not limited to the Probation, Detention, and Probation Officers Act, and the Juvenile Court Act.
2. Summarize and apply the current evidence-based practices for effective client interventions.
3. Explain the Probation casework standards and how these integrate with the Risk, Need, Responsivity model to engage clients and help them identify risk domains that contribute to offending behavior.
4. Apply Core Correctional Practices.
5. Identify the stages of change and the Probation officer's role as an agent of change.

6. Interact with all clients in a non-judgmental, respectful, trauma-informed, and fair manner.
7. Describe systems: non-governmental and governmental resources locally and state-wide.
8. Work effectively with specialized populations of justice-involved individuals.
9. Maintain safety and wellness of self and others.
10. Confront personal and systemic bias by acknowledging and understanding cultural, social, and economic differences which impact outcomes for justice involved individuals.

Additional Professional Competencies for Management:

1. Demonstrate leadership and set direction; shape employee culture; and anticipate future impact of changes and during periods of uncertainty.
2. Provide feedback on performance; monitor staff; reward and counsel staff based on their performance; give staff opportunities to grow; and sustain employee wellness.
3. Develop and implement policies, procedures and plans that are responsive to the needs of the department and its employees, as well as the Court and clients.
4. Manage and direct all aspects of a department's activity including intragovernmental interactions, monetary control, personnel decisions, and relations with the Administrative Office of the Illinois Courts.

Additional Professional Competencies for Detention Officers:

1. Summarize and apply how evidence-based principles for effective client interventions relate to the work with youth in detention settings.
2. Describe how adolescent development, mental health issues, and trauma relate to youth in detention and staff interactions.
3. Demonstrate effective communication skills to interact with all youth in detention in a non-judgmental, respectful, and fair manner.
4. Describe the process of crisis intervention and de-escalation for staff to intervene in an appropriate manner.

Additional Professional Competencies for Juvenile Officers:

1. Recognize and evaluate trauma and its impact in youth and their families.
2. Identify and examine adolescent development and the impact such can have on youth in the criminal justice system.

VI. FACULTY

Faculty Eligibility:

Eligible faculty may include, but is not limited to the following:

- Probation and Court Services staff – Adult and Juvenile Probation Officers, Detention Officers, senior Probation Officers, Pretrial Officers, Problem-Solving Court Officers/Coordinators, Supervisors, and Directors/CPOs/CMOs
- Judicial stakeholders – Judges, State Attorneys, and Public Defenders
- Administrative Office of the Illinois Courts personnel

- Service providers/practitioners – mental health professionals, substance abuse professionals, law enforcement, educational professionals, and other practitioners in the field of community corrections and/or a related field

Qualifications and experience of eligible faculty may vary depending on the subject matter. Eligible faculty may be required to verify completion of an approved training module, i.e., a train the trainer event, unless otherwise exempt.

To the extent practicable, COPE will favor the selection of faculty who have attended at least one Judicial College or approved faculty development workshop and have a willingness to continue taking advantage of related training opportunities. When this preference is not feasible, COPE will take the necessary steps to ensure that faculty presenters are otherwise competent to provide high-value programming.

Should Probation and Court Services staff, as listed above under Faculty Eligibility, be considered as faculty, at least one year of experience and approval to serve as faculty from their Director/CPO/CMO and/or Presiding Judge is required.

Professional Development

Preference will be given to faculty that have participated in online or in-person professional faculty development, and are competent, equipped, prepared and able to deliver approved educational content consistent with adult learning principles.

Faculty Credit Hours:

Faculty shall earn continuing education credit for courses approved by the Supreme Court of Illinois Judicial College, unless specified otherwise. Individuals serving as faculty will earn credit, with the number of credit hours awarded to be determined based on the knowledge and expertise of the faculty and the specific topic. Note: not to exceed 2 credit hours per 1 hour of training.

VII. MINIMUM CONTINUING EDUCATION HOURS

New Probation and Court Services Officers

All new Probation and Court Services staff hired in Illinois shall attend New Officer Education, per AOIC standards. New Officer Education for Probation Officers will be broken into three modules and ideally will take place within the first 3-6 months of the hire date. Module 1A will teach Interviewing Skills, and Module 1B will provide education, testing, and certification for statewide assessment tools. Module 2 will consist of Core Correctional Practices and Trauma. Module 3 will present Case Planning.

In-person training is preferred for learning new skills and skill building, e.g., conducting an assessment, practice in motivational interviewing and behavioral management, training to be a cognitive-behavioral program facilitator, etc. It is anticipated that basic training will be primarily in-person training.

New Detention Officers

All new Detention Officers hired in Illinois shall attend Detention Basic, which will consist of a web-based orientation followed by an in-person training session, both of which will include topics to be developed by the Detention Curriculum Workgroup.

Probation & Detention Officers Subsequent Years

Per the AOIC Operational Standards, all Probation and Court Services staff shall attend 20 hours of professional development in the second and subsequent years of employment. Detention staff shall attend 40 hours of professional development in the second and subsequent years of employment.

New Supervisors

New Supervisors, Managers, and Directors/CPOs/CMOs shall attend 20-hour professional development on effective leadership and management skills within the first year of being in a management position.

Online Education

Distance education may be appropriate to satisfy some of the annual professional development requirements. Credit hours may be earned through both in-person and online education, with the recommendation that skill building trainings be in-person if possible. Half of the required credit hours may come from web-based learning, like Relias webinars. Additional web-based trainings can be completed; however, only half of the required hours can be satisfied by web-based trainings.

Reporting Period

The reporting period for credit hours is the State Fiscal Year, from July 1 to June 30.

VIII. PROVIDERS

The Administrative Office of the Illinois Courts, on behalf of the Illinois Judicial College, is a Presumptive Provider of continuing education courses and activities. The Committee on Probation Education shall recommend additional providers of continuing education to the Board of Trustees for approval.

See Illinois Judicial College Provider Policy (will hyperlink to Policy on Judicial College website) See Approved Providers See Addendum C - Presumptive Providers.

Addendum A

Workgroups

Adult Probation Curriculum Workgroup
Juvenile Detention Curriculum Workgroup
Juvenile Probation Curriculum Workgroup
Management Curriculum Workgroup
Problem-Solving Court Curriculum Workgroup

Addendum B

Co-Providers

The following have been identified as Co-Providers of courses:

Barbara Collins (consultant on multigenerational workforce)
David Olsen and Lisa Jacobs (Loyola University – Center of Criminal Justice Research, Policy and Practice)
Marvis Meyers (Vice-President - Legacy Training and Development)
Professor Theodore Curry (Michigan State University– Office of Academic Human Resources)
Tara Boh Blair (Executive Officer – Kentucky Pretrial Services)
University of Cincinnati

Addendum C

Presumptive Providers

The following have been identified as sole providers or Presumptive Providers of courses:

Administrative Office of the Illinois Courts*
Advancing Pretrial Policy & Research (APPR)
Alliance for Community and Justice Innovations (ACJI)
The American Correctional Association (ACA) (Detention Management Only)
American Probation and Parole Association
Association for Treatment of Sex Abusers
The Carey Group
The Change Companies
Coalition for Juvenile Justice
Community Corrections Institute
Core Correctional Solutions
Correctional Counseling Inc.
Council of Juvenile Justice Administrators (Detention Only)
Crossroads
Illinois Association of Problem-Solving Courts (ILAPSC)
Illinois Association for the Treatment of Sexual Abusers (ILATSA)
Illinois Certification Board (ICB)
Illinois Collaboration on Youth (ICOY)
Illinois Criminal Justice Information Authority
Illinois Probation and Court Services Association (IPCSA)
Illinois Public Employer Labor Relations Association (IPERLA) (Management Only)
Illinois State Police LEADS Trainings*
Justice System Partners (JSP)
Juvenile Detention Alternative Initiative
National Association of Drug Court Professionals (NADCP)
National Association of Pretrial Service Agencies
National Center for State Courts*
National Drug Court Institute (NDCI)*
National Institute of Corrections*
National Juvenile Detention Association (NJDA)
National Partnership for Juvenile Services
National PREA Resource Center (Detention Only)
The National Resource Center for the Transformation of Youth Justice (NRC) (Juvenile Probation Only)
Pretrial Justice Institute
Substance Abuse and Mental Health Services Administration, GAINS (Gather, Assess, Integrate, Network, and Stimulate) Center*
Treatment Courts Online, The National Training System for Treatment Court Practitioners*

**Delineates Presumptive Providers offering either some or all courses free of charge.*