



# **Supreme Court of Illinois Judicial College**

## **Committee on Pretrial Education**

### **Comprehensive Education Plan**

**Approved, Illinois Supreme Court  
November 2024 Term of Court**

# Preface

## **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 Pretrial Education Charge, Project and Priorities, Membership**

## **A. Charge**

Consistent with the Bylaws of the Supreme Court of Illinois Judicial College and the direction of the Illinois Judicial College Board of Trustees, the Committee on Pretrial Education (CPTE), shall promote comprehensive pretrial education as an aid to the Illinois Judicial Branch in its preparedness and readiness to interpret and apply the law regarding pretrial, including Public Acts 101 – 652 and 102 – 1104, effective September 18, 2023. CPTE shall develop ongoing continuing education and educational opportunities to overview and discuss the substantive and procedural law, rules, materials and pretrial resources. CPTE shall have oversight of all Illinois Judicial Branch pretrial continuing education curricula, course resources and faculty. CPTE shall develop a Comprehensive Education Plan setting forth the comprehensive framework for Illinois Judicial Branch pretrial education and design curricula and courses consistent with the Comprehensive Education Plan, standards of the National Association of State Judicial Educators and Illinois Judicial College, policies and practices.

CPTE continuing education curricula and courses shall be designed for Illinois Judicial College target audiences, including but not limited to Pretrial Officers from affiliated and non-affiliated Office of Statewide Pretrial Services (OSPS) Illinois counties, Judges, Circuit Court Clerks, Deputy Clerks, Trial Court Administrators, Appellate legal staff, and other justice partners as approved by the Board of Trustees. Course content, materials and resources shall facilitate the attainment of professional competencies, aid decision-making, and the effective and efficient court administration, consistent with evidence-based practices, Illinois laws, Supreme Court Rules, caselaw, and the core values of the Illinois Judicial College and Office of Statewide Pretrial Service. See OSPS website, <https://www.illinoiscourts.gov/statewide-pretrial-system>.

## **B. Projects and Priorities**

1. Adhere to the Bylaws of the Illinois Judicial College.
2. Develop a Comprehensive Education Plan for pretrial education that provides a comprehensive framework for Illinois Judicial Branch pretrial education consistent with standards of the National Association of State Judicial Educators and Illinois Judicial College policies and practices;
3. Develop an Annual Education Calendar of pretrial courses beginning with the July 1, 2024 – June 30, 2025 calendar year, and each year thereafter;
4. Develop professional competencies for Illinois pretrial officers to be included in the Comprehensive Education Plan for the Committee on Pretrial Education. Consider the professional competencies developed by Judicial College Committees for the following target audience when developing pretrial course content: Judges (COJE), Circuit Court Clerks (CCCE), Deputy Clerks (CCCE), Trial Court Administrators (TCAE), and appellate legal staff (JBSE), approved by Illinois Judicial College Standing Committees on Circuit

Court Clerk Education (CCCE), Judicial Branch Staff Education (JBSE), Judicial Education (COJE), and Trial Court Administrator Education (TCAE), when developing pretrial continuing education;

5. Design pretrial continuing education curricula and courses for Pretrial Officers from affiliated and non-affiliated Office of Statewide Pretrial Services (OSPS) Illinois counties, Judges, Circuit Court Clerks, Deputy Clerks, Trial Court Administrators, Appellate legal staff, and other professions approved by the Board, consistent with the Committee on Pretrial Education **Charge, Projects and Priorities**;
6. Promote the attainment of professional competencies, evidence-based practices, decision-making, and fair, effective and efficient court administration, consistent with Supreme Court Rules, caselaw, Illinois statutes, and the core values of the Illinois Judicial College (Article II, Bylaws).
7. Adhere to adult learning principles and best practices in the design and delivery of courses;
8. Evaluate all educational programs, trainings, courses, and faculty, utilizing approved evaluation standards and tools;
9. Conduct Needs Assessments as needed;
10. At a minimum, engage in an annual review of curricula, programs, education events, courses, course resources, evidence-based practices, pretrial-related statutes, Supreme Court Rules, caselaw, policies;
11. Recommend course faculty with demonstrated Illinois pretrial subject matter expertise committed to comprehensive pretrial education, ongoing Professional (Faculty) Development, consistent with Board policies; and
12. Collaborate with Illinois Judicial College Standing Committees, and Supreme Court entities when advised or otherwise appropriate.

## **C. Membership**

Except where otherwise determined by the Board of Trustees, the Committee on Pretrial Education (CPTE) shall include no more than 23 members, including two (2) voting ex-officio members. Members shall have pretrial subject matter expertise and represent the following professions:

### **Overall Membership (23)**

- (13) Pretrial Officers, Pretrial Supervisors, Directors of either Adult Probation Services, Court Services, Pretrial Services, or Court Operations and Trial Court Administrators: preferably six (6) employed by OSPS affiliated Illinois counties;
- (6) Judges; five (5) trial court judges, preferably at least one active Chief Judge or Presiding Judge; one (1) appellate judge;
- (2) Circuit Court Clerks
- (2) ex-officio voting members from the Office of Statewide Pretrial Services designated by the Director of OSPS; OSPS Director to remain an ex-officio voting member, but may send designees to the meeting when unavailable;

## **II. Leadership**

The Committee on Pretrial Education (CPTe) shall be governed by the Chair and Vice-Chair. The Chair shall preside over all Committee meetings. In the absence of the Chair, the Vice Chair shall preside. At the time of appointment, the Chair shall be a Pretrial Officer, Pretrial Supervisor, Director of Adult Probation Services, or Director of Court Services employed in an Office of Statewide Pretrial Services (OSPS) affiliated or non-affiliated Illinois county. At the time of appointment, the Vice Chair shall be an active Judge.

### **Workgroups**

Pursuant to 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. Committee Workgroups shall meet by meeting agenda and continuously report to the Committee Chair and Vice-Chair. CPTe may establish Workgroups as needed for planning purposes, with member approval by the Board. *See Addendum A Workgroups.*

### **III. PURPOSE AND GOAL**

#### **Purpose**

To develop pretrial course content that assist in the administration of justice and promotes community safety by ensuring fairness and equality in the pretrial process

#### **Goal**

Provide continuing education related to pretrial matters and foster pretrial educational foster professional development and competency-based pretrial education on a continuing basis consistent with the purpose.

### **IV. 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 a group of courses or subject matter topics focused on attaining specific goals, learner objectives and outcomes. Curricula and course design shall be guided by an assessment of educational needs, professional competencies to be attained, Illinois Supreme Court rules, policies, and standards, legal authorities, trends and emerging topics and technologies, central to the performance of official duties of the Illinois Judicial Branch. Curricula and course design shall be consistent with the National Association of Judicial Educators (NASJE) design model, and the core principles of the Illinois Judicial College. Courses shall be engaging, and learner centered, utilizing interactive learning activities, presentation methods and technology.

#### **Differentiation**

The curriculum shall include courses designed to teach an audience of diverse Judicial Branch professionals, differentiated by experience, role and function, jurisdictional and geographical nuances and resources, when specifically tailored to a narrow audience, for example Chief and Presiding Judges, or elected Circuit Clerks, the course shall be specifically identified as such.

#### **Collaboration**

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

## **Methods of Delivery**

Delivery 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 resources as well as cultural, social, and economic issues range widely across the State. There is a necessity to have a multi-pronged delivery approach including state-wide and regional in-person and online courses and programs.

## **V. TARGET AUDIENCE**

Design and deliver evidence-based pretrial related continuing education to the target audience of Circuit Court Clerks, Judges, Pretrial Officers and Supervisors, Trial Court Administrators, Directors and staff of Adult Probation Services, Court Services, Pretrial Services, and Court Operations, and appellate legal staff and Appellate Clerks.

## **VI. PROFESSIONAL COMPETENCIES**

Pretrial courses shall promote one or more of the professional competencies of each profession noted as a target audience. Please reference the respected Comprehensive Education Plan of other Judicial College Committees for the list of professional competencies for professions other than pretrial officers. The professional competencies for pretrial officers were proposed by CPTE and noted below:

### **Pretrial Officers – Professional Competencies**

1. Identify the applicable statutes, case law, and Constitutional provisions pertaining to pretrial release and detention.
2. Assist the courts in making fair and informed pretrial release decisions that promote court appearance and enhance public safety.
3. Provide courts with practical, success-oriented supervision options for individuals.
4. Utilize evidence-based practices and standards, including, but not limited to, the National Association of Pretrial Services Agency (NAPSA) Standard on Pretrial Release, AOIC Standards on Pretrial Practices, and the National Institute of Corrections (NIC) Essential Elements of an Effective Pretrial System and Agency.
5. Interact effectively with justice involved individuals, victims, system stakeholders, and the community.
6. Link justice involved individuals with meaningful support services to promote pretrial success.
7. Promote safety and wellness of staff by providing resources and support to help cope with stress and maintain a healthy work-life balance.

## **VII. FACULTY**

### **Faculty Eligibility**

The Committee shall consider and recommend faculty to teach courses designed by CPTe who are: a) qualified by subject matter expertise; b) committed to delivery of the course as approved, including the description, learning objectives, learner outcomes (professional competencies), method of delivery and time frame; c) committed to learner engagement; and d) agree to complete recommended Illinois Judicial College professional development courses for faculty.

### **Faculty Professional Development**

The Committee shall favor faculty who have completed faculty professional development within two years of course delivery or will complete faculty professional development prior to the delivery of the course, and agree to abide by the adult learning principles, methods and competencies identified in faculty professional development courses.

Illinois Judicial College course evaluations should be considered when selecting faculty. Faculty may be recommended to enroll in professional development as determined by the Committee or the Board to improve presentation skills and abilities, and knowledge of adult learning principles and methods of engagement.

Preference will be given to the selection of faculty who have attended at least one Illinois Judicial College Faculty Development within a two-year period, and who are competent, equipped, prepared and able to deliver approved educational content consistent with adult learning principles and have expressed a willingness to continue faculty development training as recommended. Continuing education credits shall be earned for participation in faculty development.

### **Faculty Credit Hours**

Faculty shall earn three times the length of actual presentation time for an initial presentation of a course in the same educational forum and one time the length of actual presentation time for a repeat presentation of the same course in that educational forum.

## **VIII. MINIMUM CONTINUING EDUCATION HOURS**

### **Mandatory Continuing Education Hours**

Mandatory minimum credit hours for Judges, Circuit Court Clerks and Deputy Clerks, reviewing (appellate) legal staff, and Trial Court Administrators are determined by Illinois Judicial College Committees on Judicial Education for judges, Judicial Branch Staff Education for reviewing legal staff, Committee on Circuit Court Clerk Education for Circuit Clerks and Deputy Clerks, and the Committee on Trial Court Administrator Education for trial court administrators. The Committee on Pretrial Education will identify pretrial courses eligible to meet minimum continuing education for the above target audiences served by sister Committees identified above.



The Committee on Pretrial Education has exclusive jurisdiction in collaboration with the Office of Statewide Pretrial Services to determine minimum continuing education hours, competencies and standards for pretrial officers. Such hours, competencies and standards shall be recommended for all pretrial officers, whether affiliated with OSPS or not.

### **Minimum Continuing Education for Pretrial Officers**

Pretrial Officers shall earn 40 hours of continuing education credit within their first year of employment. Pretrial Officers shall earn 20 hours of continuing education credit in the second and subsequent years of employment.

### **Reporting Period**

For purposes of the calculation of continuing education credit hours, the reporting period shall be every year beginning July 1 and ending June 30, e.g., July 1, 2024 – June 30, 2025.

### **Education Conference**

All Committee members and Committee Workgroup members are strongly encouraged to attend the biennial Education Conference on days when multidisciplinary courses are offered.

## **IX. 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 Pretrial 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**

### **Committee on Pretrial Education Workgroups**

Workgroups have been established to develop pretrial education for Clerks; Judges and judicial staff; Pretrial Officers; Trial Court Administrators Workgroup

## **Addendum B**

### **Presumptive Provider and Approved External Training Courses**

#### **Presumptive Providers**

1. National Association of Pretrial Services Agencies (NAPSA)
2. Advancing Pretrial Policy and Research (APPR)
3. Illinois Probation and Court Services Association (IPSCA) – Pretrial Track
4. National Institute of Corrections (NIC) – Pretrial Track
5. National Center for State Courts (NCSC) – Pretrial Track
6. American Probation and Parole Association (APPA) – Pretrial Track
7. Office of Statewide Pretrial Services (OSPS)

#### **Approved External Courses**

<b>Agency</b>	<b>Title</b>	<b>Credit Hours</b>
Illinois Department of Children and Family Services (DCFS)	Recognizing and Reporting Child Abuse Training for Mandated Report	2
Waypoint Centre for Mental Health Care	Ontario Domestic Assault Risk Assessment (ODARA) 101	5
Illinois State Police	Law Enforcement Agencies Data System (LEADS) Certification	2
National Institute of Corrections	Prison Rape Elimination Act (PREA): Your Role in Responding to Sexual Abuse	2
National Institute of Corrections	Prison Rape Elimination Act (PREA): Communicating Effectively and Professionally with LGBTI Offenders	1
National Association of Pretrial Services Agencies	Certified Pretrial Services Professional Certificate: Release	10
National Institute of Corrections	Orientation for New Pretrial Executives	32