



SUPPORT SERVICES: PERSONAL CARE KIT PROGRAM

I. POLICY:

The Office of Statewide Pretrial Services (OSPS) will provide defendants who are identified by a Pretrial Services Officer or through pretrial assessments with a personal care kit to promote success while on pretrial supervision.

II. DEFINITIONS:

Personal Care Kit: A pre-packaged collection of personal care items, such as soap, toothbrushes, toothpaste, sanitary pads, etc.

Support Services: Services that may be provided directly by OSPS or through community providers to address the special needs of people served by the Illinois Courts, that may include, but are not limited to, providing personal care kits, transportation, food, childcare and other costs that may be a barrier to pretrial success.

III. AUTHORITY:

Illinois Pretrial Services Act, 725 ILCS 185 *et seq.*

IV. PROCEDURE

A. Providing Personal Care Kits

1. Pretrial Services Officers (PSOs) may provide one personal care kit to a defendant upon request or proactively offer one to a defendant who the PSO or a pretrial assessment identifies as having a need. This may include, but is not limited to, a defendant who is currently unhoused, residing in a shelter, receiving social services or has a self-reported need.
2. Before distribution, the PSO shall scan the barcode and enter the following information into the Personal Care Kit Inventory Smartsheet:
 - a. Date personal care kit was provided;
 - b. Name of defendant receiving personal care kit;
 - c. Additional Case information.
3. Distribution of a personal care kit shall also be documented in a case note in the CMS.
4. Personal care kits shall be stored in a secure location (i.e. a locked cabinet or room).

B. Inventory

1. The Support Services Chief or their designee shall maintain an inventory of all personal care kits and ensure each kit has a barcode before distribution.



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2. The Support Services Chief or their designee shall coordinate the delivery, distribution, and document the receiving county, quantity of personal care kits, and the OSPS employee's signature on the packing slip.
3. Supervisors shall conduct periodic counts to ensure there is an appropriate inventory for their respective county or counties and ensure correct distribution procedures are being followed in accordance with this policy.
 - a. Supervisors shall complete the OSPS Inventory Order Form Smartsheet to request additional personal care kits.
 - b. If personal care kits are missing or damaged, supervisors shall notify the Support Services Chief immediately to take the appropriate remedial measures.
4. The Support Services Chief shall generate a monthly report summarizing personal care kit stock levels and distribution and any discrepancies shall be resolved as soon as reasonably possible.